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616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
540 VAN NESS AVENUE

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 9, 1942

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Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are regulations made by the State Department of Social Welfare in respect to the distribution of surplus foods and clothing. These regulations include a mimeographed copy of:

- FISCAL INSTRUCTIONS (For Division of Commodity Distribution only)
March 3, 1942
- DEPARTMENT BULLETIN NO. 177
Subject: Allocation and Distribution of Clothing Produced on
WPA Projects
February 25, 1942
- DIRECT DISTRIBUTION BULLETIN NO. 1
Subject: Organization of the Direct Distribution Program
November 3, 1941
- DIRECT DISTRIBUTION BULLETIN NO. 1, AMENDMENTS NO. 1 and 2
December 24, 1941 and February 10, 1942, respectively
- DIRECT DISTRIBUTION BULLETIN NO. 2
Subject: Correspondence
November 3, 1941
- DIRECT DISTRIBUTION BULLETIN NO. 2, AMENDMENTS NO. 1 through 14
November 25, 1941, December 4, 1941, December 24, 1941,
December 24, 1941, January 9, 1942, February 5, 1942,
February 5, 1942, March 5, 1942, March 9, 1942, March 17,
1942, March 18, 1942, March 20, 1942, March 31, 1942, and
April 3, 1942, respectively
- DIRECT DISTRIBUTION BULLETIN NO. 5
Subject: Monthly Allocation of Surplus Foods
November 3, 1941
- NEW ALLOCATION RATE NOTICES NO. 1 through 10
November 4, 1941, November 10, 1941, November 19, 1941,
January 9, 1942, February 17, 1942, February 24, 1942,
February 24, 1942, March 3, 1942, March 17, 1942, and
March 31, 1942, respectively

April 9, 1942

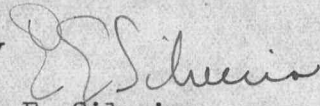
DIRECT DISTRIBUTION BULLETIN NO. 6
Subject: Ordering and Receiving of Food Commodities
November 17, 1941
DIRECT DISTRIBUTION BULLETIN NO. 6 (Amendment No. 1)
December 12, 1941
DIRECT DISTRIBUTION BULLETIN NO. 7
Subject: Warehousing, December 4, 1941
DIRECT DISTRIBUTION BULLETIN NO. 8
Subject: Salvage
November 17, 1941
ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 8
March 5, 1942
DIRECT DISTRIBUTION BULLETIN NO. 9
Subject: Accounting and Reporting for Commodities other than
W.P.A. Clothing
December 22, 1941
ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 9
January 14, 1942
AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 9
March 17, 1942
DIRECT DISTRIBUTION BULLETIN NO. 10
Subject: Allocation and Distribution of Clothing Produced
on W.P.A. Projects, March 16, 1942
ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 10
March 20, 1942
DIRECT DISTRIBUTION BULLETIN NO. 11 (Preliminary)
Subject: Availability of Commodities in the Event of Emergency
Caused by Military Action
April 3, 1942

These regulations are filed in accordance with Article 21 of
Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter
628, Statutes of 1941.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By


E. E. Silveira
Administrative Assistant

360:337
Attach.

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 3, 1942

DIRECT DISTRIBUTION BULLETIN NO. 11 (Preliminary)

Subject: Availability of Commodities in
the Event of Emergency Caused
by Military Action

The attached bulletins have been issued by the State Council of Defense relative to the availability of clothing and surplus foods in the event of emergency caused by military action. This bulletin constitutes your authority to honor requisitions for clothing and surplus foods, if such requisitions are signed by the County Welfare Director or a person delegated by him in writing, and if the clothing and surplus foods are needed because of the emergent need of persons deprived of the necessities of life by reason of enemy action or the requirements of the armed forces of the United States. An additional condition is that this emergency need concerns persons which must be moved or have been moved from one part of this State to another part of this State and for whose care the State is responsible.

Should any demand be made by a County Welfare Director for such commodities, the local manager will at once telephone directly to the Supervisor of Commodity Distribution in San Francisco to report the demand. Unless there is evidence that groups of persons are in immediate need of food or clothing, deliveries should not be made unless the warehouse manager has received approval from the Supervisor of Commodity Distribution. However, in no event shall the Commodity Distribution Manager refuse to make immediate delivery if the persons specified above are in immediate need of food or clothing. Before commodities are released from the warehouses of the State Department of Social Welfare, the Commodity Distribution Manager must obtain a receipt for the commodities so turned over to the custody of the County Welfare Director.

More complete instructions will be issued within the next few days.

Very truly yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira
Administrative Assistant

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

APR 9 - 1942

PAUL DEK, Secretary of State

By *Chas. J. Smith*
Deputy

Attach.

C O P Y

CALIFORNIA STATE COUNCIL OF DEFENSE
1101 Washington Building
311 South Spring Street
Los Angeles, California

TO: COUNTY WELFARE DIRECTORS

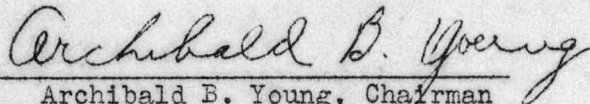
FROM: CALIFORNIA STATE COUNCIL OF DEFENSE
COMMITTEE ON HEALTH, WELFARE AND CONSUMER INTEREST

SUBJECT: AVAILABILITY OF COMMODITIES AND SERVICES IN CASE OF "MOVEMENT OF CALIFORNIA POPULATIONS"

We are attaching a copy of a bulletin sent today to local councils of defense regarding the availability of commodities and services in case of movements of population within California.

Work Projects Administration emergency crew services as indicated on maps and instructions in the hands of the County Welfare Directors will be available only upon calls made by the County Welfare Director of the county in which services are to be utilized.

Generally, the County Welfare Director will call the crews designated only for services within their own district. However, with the special permission of the Work Projects Administration Administrator or his duly appointed representative any Work Projects Administration crew may be called to another district.


Archibald B. Young, Chairman
Committee on Health, Welfare
and Consumer Interest
State Council of Defense

250:649

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C O P Y

CALIFORNIA STATE COUNCIL OF DEFENSE
1101 Washington Building
311 South Spring Street
Los Angeles, California

TO: COUNTY AND CITY COUNCILS OF DEFENSE

FROM: CALIFORNIA STATE COUNCIL OF DEFENSE

COMMITTEE ON HEALTH, WELFARE AND CONSUMER INTEREST

SUBJECT: AVAILABILITY OF COMMODITIES AND SERVICES IN CASE OF "MOVEMENT OF CALIFORNIA POPULATIONS"

In case of "emergent needs" of California populations arising out of mass movements, food, clothing and services will be available as outlined below.

Commodities: Surplus commodity food and clothing will be available from the State Department of Social Welfare through the warehouses of its Division of Surplus Commodities. These commodities will be available only in the event of "emergent need," i.e., need of persons deprived of the necessities of life by reason of enemy action, or the requirements of the armed forces of the United States, either or both of which necessitates the movement of California populations from one part of this state to another part of this state and for whose care the state is responsible.

The warehousemen in charge will honor only requisitions from the welfare director of the county in which the commodities are to be used. Prior to issuing any requisitions, the county welfare director will satisfy himself (1) that the commodities are required for "emergent need" of California populations, (2) that the demand is not duplicated by other requests.

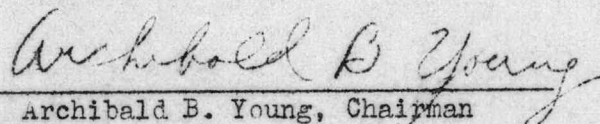
Due to the limited supply of these commodities, they may not be made available other than as outlined above.

Services: The Work Projects Administration has made plans in the southern area for emergency service crews which will be available to local communities in situations arising out of "emergent need" as defined above. The services of these W.P.A. crews will be made available both for community service and for emergency construction.

These services are expected to be made available to the northern area of the state within the near future.

Full information as to the scope of activity and location of these crews is in the hands of the various county welfare directors.

The captains of these emergency crews will honor requisitions for their services only when emanating from the county welfare director of the county in which they are located and in which their services are requested.


Archibald B. Young, Chairman
Committee on Health, Welfare
and Consumer Interest
State Council of Defense

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STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 20, 1942

ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 10
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 10)

1. Allocations to counties for clothing distributed to county welfare department clients will be effective April 1, 1942. These allocations become effective regardless of the method of distribution employed.
2. As soon as possible, area managers will approach county welfare directors
 - a. confirming the understanding that allocations become effective April 1,
 - b. informing them that all clothing issued to CWD clients (OAS, ANB, APSB, ANC and County Indigent cases) will be priced and entered against the allocation, and that no clothing will be issued to such clients after the allocation for the month is exhausted.

In areas other than that served by the base warehouse in Los Angeles, area managers will not get in touch with county welfare directors on the above-mentioned points until a representative of the Supervisor of Commodity Distribution calls upon them. Restrictions now in force in respect to the number of garments which may be issued to any case for a given period will remain in force until managers are advised to discontinue them.

3. Beginning April 1, managers will price all clothing issued to CWD clients. This pricing will be made on whatever form indicates the actual garments the CWD client received. Clothing orders presented to the Commodity Distribution warehouse during April will be posted to Record Cards, DD 616 forms, and will be deducted from the county's April allocation, regardless of the date on which the order form was prepared. (If possible, all orders received by the warehouse prior to April 1 should be delivered and included in March accounts.)
4. A daily running balance of the county's allocation will be maintained on Allocation Control Sheet, DD 617, at each center keeping accounting records. Representatives of the Supervisor of Commodity Distribution will instruct the managers as to how this record is to be kept. The warehouse shall inform the CWD director when approximately 75% of his allocation has been written off.

Should such representative not reach a warehouse or depot by April 1, all orders for clothing delivered in April shall be set aside and no record made of them until he arrives.

5. The above is a stop-gap procedure to allow operation against a county allocation prior to the time when the accounting and distribution system outlined in DIRECT DISTRIBUTION BULLETIN NO. 10 can be placed into effect.

Either the Supervisor of Commodity Distribution or one of his field representatives will determine the date that such system is to be placed into operation.

6. Distribution to persons other than CWD clients will remain on the present basis, until an order for change is given by the Supervisor of Commodity Distribution.

7. CWD directors with questions as to the meaning of the allocation, their methods of computation, the significance of agreements counties are being asked to sign relative to clothing distribution should be referred to C. A. Herbage, State Department of Social Welfare, 616 K Street, Sacramento.
8. The Form 525 used for reporting clothing inventories will be discontinued after the report covering the work of March is submitted.
9. Plans should be made to change the DD 450 cards to the coverage as to type set forth in DIRECT DISTRIBUTION BULLETIN NO. 10, page 12. The actual change over will not take place until the field representative arrives.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 16, 1942

DIRECT DISTRIBUTION BULLETIN NO. 10

Subject: Allocation and Distribution
of Clothing Produced on W.P.A.
Projects

Effective April 1, 1942, the following procedures will become operative throughout the State of California relative to the allocation and distribution of clothing and household articles produced on W.P.A. Projects and not from materials donated by the Surplus Marketing Administration. All previous bulletins, instructions and memoranda pertaining to distribution of W.P.A. clothing are hereby cancelled. W.P.A. clothing should not be confused with household articles such as mattresses, sheets, blankets, etc., made from materials supplied by the S.M.A. No existent instructions on distribution of S.M.A. processed household articles are cancelled by this bulletin. Such instructions remain in full effect.

I. Allocations:

All clothing produced on W.P.A. Sewing Projects will be allocated to the County Welfare Departments on the basis of the following formula:

- A. Each garment is to be priced⁽¹⁾ in accordance with the cost of textiles and findings, plus ten per cent for operating costs. Each county which makes a direct contribution to the sewing project, either in cash or in kind, (on which credit is given by the W.P.A.) will receive an allocation of clothing equal to the amount of money represented by such direct contribution.

The balance of clothing produced will be considered one hundred per cent.

- B. Fifty per cent of the production will be allocated to the counties on the basis of each county's (or political subdivision within the county's) contribution to all community service projects, including sewing, whether these contributions be in cash or in kind (as credited by W.P.A.).
- C. The remaining fifty per cent will be allocated to the C.W.D.'s on the basis of case load, the case load being considered the combined indigent persons, plus W.P.A. certified persons multiplied by 1.75.

(1) This price list will be furnished warehouses by the W.P.A. Sponsorships Unit of the State Department of Social Welfare. Amendments in prices will be effective only as of the first day of a month, and warehouses will be so notified by the W.P.A. Sponsorships Unit several days in advance of the effective date of the price change.

These allocations will be made monthly by the W.P.A. Sponsorships Unit of the State Department of Social Welfare based upon (1) reports of contributions and W.P.A. case load from the W.P.A., and (2) reports of indigent case loads from the C.W.D.

II. Distribution:

There are three methods of distribution, any one of which may be selected by the C.W.D. at its own option:

- A. C.W.D.'s may distribute garments allocated to them through their own store or depot to all needy persons including W.P.A., F.S.A., Ward Indian, and other welfare agency cases. In this instance each month the allocation for the C.W.D.'s own cases plus a supply for other cases served will be delivered to the county store or depot in bulk. The county will then distribute the garments in accordance with an agreement made between the county and the State Department of Social Welfare.
- B. C.W.D.'s, if they desire, may distribute garments allotted to them through their own store or depot only to cases of the C.W.D. Each month the allocation will be delivered to the C.W.D. store or depot in bulk. Distribution to the W.P.A. and other categories, in such instances, will be by the Division of Commodity Distribution depots from clothing other than that allocated to the C.W.D.

Further, a county may accumulate in its warehouse garments to an amount equivalent to a four months' allocation. Should the county inventory at any time exceed the equivalent of a four months' allocation, future allocations will be reduced by the W.P.A. Sponsorships Unit of the State Department of Social Welfare to the extent that the inventory exceeds the equivalent of a four months' allocation.

- C. Clothing may be distributed by the Division of Commodity Distribution warehouses on individual orders written by the C.W.D.'s to be charged against the county's allocation. Unused balances of county allocations accumulate indefinitely. Where the Division of Commodity Distribution warehouses distribute for the county on C.W.D. cases, they will also distribute to all other categories but shall not charge the county's allocation for such clothing distributed.

INFORMATION ON BASIS OF ALLOCATION AND METHODS OF DISTRIBUTION IS INCLUDED IN THIS BULLETIN SO THAT MANAGERS MAY UNDERSTAND THOSE PHASES OF CLOTHING DISTRIBUTION. HOWEVER, COUNTIES RAISING QUESTIONS CONCERNING THE AMOUNTS OF ALLOCATIONS OR THE SELECTION OF ONE OF THE THREE METHODS OF DISTRIBUTION SHOULD BE REFERRED TO THE W.P.A. SPONSORSHIPS UNIT, 616 K STREET, SACRAMENTO, CALIFORNIA, SINCE SUCH MATTERS ARE NOT WITHIN THE JURISDICTION OF THE DIVISION OF COMMODITY DISTRIBUTION.

III. Transportation of Clothing:

- A. For C.W.D.'s which distribute clothing to all categories, the W.P.A. Sponsorships Unit of the S.D.S.W. will inform the Supervisor of Commodity Distribution and the warehouse serving the C.W.D. of the total amount of clothing by type and size and value to send the county each month. Upon receipt of such information a warehouse shall ship the C.W.D. all such items it can afford to from its own stock and shall request by memorandum of the base warehouse that it ship either directly to the C.W.D. or to it for delivery to the C.W.D. all items it could not afford to furnish from its own stock. If the base warehouse does the actual delivering it shall list items shipped on the Packing Slip, DD 623, in quadruplicate. One copy should be kept in the base warehouse's file pending return of two of the three copies forwarded to the C.W.D. for signature. One of these two signed copies should be forwarded by the base warehouse to the warehouse requesting the shipment to the C.W.D.

If the base warehouse delivers to the requesting warehouse for its delivery to the C.W.D., it will prepare DD 623 in quadruplicate, keep one copy in its file pending return of one copy from the requisitioning warehouse, and forward three copies to the requisitioning warehouse. The requisitioning warehouse will obtain the C.W.D.'s receipt on one copy of the DD 623 and will release to the C.W.D. one copy. The other copy will be kept in the requisitioning warehouse's pending file until the copy signed by the C.W.D. is returned. Then the pending file copy shall be receipted by the requisitioning warehouse and returned to the base warehouse. Regardless of whether the shipment is through the requisitioning warehouse or directly to the C.W.D., the base warehouse shall post the transactions on its Stock Control Card, DD 450, as though it were a shipment to the requisitioning warehouse. The latter warehouse shall post the transaction on its DD 450 as though it were a transfer in from the base warehouse and an issue to the C.W.D. Clothing which is issued by the warehouse to the C.W.D. from its own stock shall be posted on DD 450 as an issuance only. All issuances to the county shall be posted against the county's allocation on Allocation Control Sheet, DD 617, by the warehouse serving the county.

- B. For C.W.D.'s which distribute clothing to some categories, the warehouse serving the C.W.D. will receive from the W.P.A. Sponsorships Unit notices of allocation and orders for bulk delivery in terms of type, size, and value. The warehouse will ship and/or request shipment from the base warehouse to such C.W.D.'s, and will keep accounts for such bulk deliveries in the same manner as though the C.W.D. served all categories. District warehouses will route their clothing orders to serve those categories of cases not served by the C.W.D.'s through the area warehouses for review as area warehouses may have some articles of clothing available for shipment to the district warehouses. Area warehouses will order directly of

base warehouses. Such orders shall be prepared in memorandum form and sent to the base warehouse prior to the tenth of each month for clothing needed the succeeding month. Only clothing items mentioned on the Monthly Physical Inventory of Clothing and Household Articles Form, DD 448A, shall be requested. It is expected that each warehouse, except the base warehouses, carry a sixty-day stock.

- C. For counties which distribute no clothing, the W.P.A. Sponsorships Unit will inform the Supervisor of Commodity Distribution and the warehouse serving the county of the allocation in value of clothing the C.W.D. may request the warehouse to issue to C.W.D. cases each month. Warehouses will order of base warehouses clothing to serve C.W.D. cases and all other categories. Such orders shall be prepared in memorandum form and sent to the base warehouse prior to the tenth of each month for clothing needed the succeeding month. Only clothing items mentioned on the DD 448A shall be requested.

IV. Eligibility Standards:

The following are eligible to receive clothing produced on W.P.A. projects subject to the limitations in Paragraph V.

- A. Persons⁽¹⁾ determined to be in need by the C.W.D. The monthly clothing allowance for which these persons are eligible shall be determined solely by the C.W.D. and is not subject to control by the maximum clothing allowances established by the schedule following Paragraph IV-F.
- B. Persons in receipt of relief from other welfare agencies (primarily private agencies) authorized by the C.W.D. to participate in distribution of clothing. The monthly clothing allowance for which these persons are eligible may be determined by the authorized agency subject to limitations established by the C.W.D., but this allowance shall not exceed the maximum clothing allowance established by the schedule following Paragraph IV-F.
- C. Families⁽²⁾ with a member employed on a W.P.A. Project. The monthly clothing allowance for which these families are eligible is shown in the schedule following Paragraph IV-F.

(1) i.e., families or cases.

(2) Persons living in the household, wholly or partially dependent on the member certified or assigned for W.P.A. employment, and who are not in receipt of aid from the C.W.D., an "authorized" welfare agency, the F.S.A. or the U. S. Indian Agency.

- D. Families⁽¹⁾ with a member certified and awaiting assignment to a W.P.A. project, provided the family is not receiving relief from the C.W.D., from an "authorized" welfare agency, from the F.S.A., or from the U.S. Indian Agency. The monthly clothing allowance for which these families are eligible is shown by the schedule following Paragraph IV-F.
- E. Families in receipt of migratory labor grant assistance from the F.S.A. (i.e., receiving blue food stamps, foodstuffs purchased by the F.S.A., or cash). The monthly clothing allowance for which these families are eligible is shown in the schedule following Paragraph IV-F.
- F. Ward Indians living on reservations and receiving assistance from the U. S. Indian Agency. The monthly clothing allowance for which these Indians are eligible is shown in the schedule that follows:

Maximum Clothing Allowance⁽²⁾ Schedule

- A 1-person family⁽³⁾ with a total monthly⁽⁴⁾ income not exceeding \$32.89, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$2.00 for each month or part of a month in which the family is eligible.
- A 2-person family⁽³⁾ with a total monthly⁽⁴⁾ income not exceeding \$53.64, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$4.69 for each month or part of a month in which the family is eligible.
- A 3-person family⁽³⁾ with a total monthly⁽⁴⁾ income not exceeding \$68.98, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$6.44 for each month or part of a month in which the family is eligible.
- A 4-person family⁽³⁾ with a total monthly⁽⁴⁾ income not exceeding \$81.52, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$7.70 for each month or part of a month in which the family is eligible.
- A 5-person family⁽³⁾ with a total monthly⁽⁴⁾ income not exceeding \$94.13, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$8.98 for each month or part of a month in which the family is eligible.

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- (1) Persons living in the household, wholly or partially dependent on the member certified or assigned for W.P.A. employment, and who are not in receipt of aid from the C.W.D., an "authorized" welfare agency, the F.S.A. or the U. S. Indian Agency.
 - (2) Clothing allowances are based upon values established by the S.D.S.W. in accordance with Paragraph I and these values should not be confused with retail prices.
 - (3) Count only those persons in the family eligible for clothing. (See Paragraph IV, C and D.)
 - (4) Compute the total monthly income of the W.P.A. family by dividing the four-week W.P.A. wage by 12 and then adding the resulting quotient to the four-week wage. To this result add the monthly income of these particular eligible persons to determine the total monthly income. For example, if Mr. A's four-week W.P.A. wage is \$76.80 and the other monthly income amounts to \$15.00, the total monthly income is computed as follows: \$76.80 divided by 12 is \$6.40; \$6.40 plus \$76.80 is \$83.20; \$83.20 plus \$15.00 equals \$98.20, the total monthly income.

- A 6-person family⁽¹⁾ with a total monthly⁽²⁾ income not exceeding \$106.56, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$10.00 for each month or part of a month in which the family is eligible.
- A 7-person family⁽¹⁾ with a total monthly⁽²⁾ income not exceeding \$118.20, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$11.01 for each month or part of a month in which the family is eligible.
- An 8-person family⁽¹⁾ with a total monthly⁽²⁾ income not exceeding \$128.20, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$12.22 for each month or part of a month in which the family is eligible.
- A 9-person family⁽¹⁾ with a total monthly⁽²⁾ income not exceeding \$137.93, exclusive of W.P.A. clothing, shall be allowed a maximum clothing allowance of \$13.41 for each month or part of a month in which the family is eligible.

Families with 10 or more eligible members may receive supplementary allowances on an emergency basis.

Charges against the allowance shall be the value of items actually issued to eligible persons rather than the total amount of clothing ordered.

Unused portions of monthly allowances for all categories of families except C.W.D. families, shall accumulate so long as the family is eligible in consecutive months, but such allowances shall not accumulate in excess of twice the current monthly clothing allowance established by the schedule following Paragraph IV-F. No accumulation is provided for C.W.D. families since the C.W.D. may always issue to such cases any amount of clothing as determined by need.

A family which becomes eligible under more than one category (i.e., C.W.D., W.P.A., F.S.A., etc.) in a given month shall be eligible to receive during that month not more clothing under all categories combined than the maximum allowance established by the schedule following Paragraph IV-F, unless the last category is C.W.D. If the last category is C.W.D., the maximum allowance established by the schedule following Paragraph IV-F does not apply since the C.W.D. may always issue to such cases any amount of clothing as determined by need.

Families eligible under Paragraph IV-B through IV-F are eligible to receive allowances in excess of the schedule following Paragraph IV-F in cases of emergent need as defined by the respective agencies.

V. Information Required by Division of Commodity Distribution Warehouses Before Clothing May be Issued:

If a Division of Commodity Distribution warehouse is the agency distributing clothing to any or all of the following categories, it shall issue in amounts not in excess of allowances and accumulations provided for in Paragraph IV to categories it serves as follows:

- (1) Count only those persons in the family eligible for clothing.
- (2) Compute the total monthly income of the W.P.A. family by dividing the four-week W.P.A. wage by 12 and then adding the resulting quotient to the four-week wage. To this result add the monthly income of these particular eligible persons to determine the total monthly income. For example, if Mr. A's four-week W.P.A. wage is \$76.80 and the other monthly income amounts to \$15.00, the total monthly income is computed as follows: \$76.80 divided by 12 is \$6.40; \$6.40 plus \$76.80 is \$83.20; \$83.20 plus \$15.00 equals \$98.20, the total monthly income.

- A. To an eligible C.W.D. person when the warehouse receives from the C.W.D. a signed order in triplicate on a form approved by the Supervisor of Commodity Distribution stating at least the following information: 1 - case name, 2 - case number, 3 - case address or mailing address, if different, 4 - number of eligible persons in family 5 - mention that the family has been determined to be in need, 6 - either the amounts and sizes of specific clothing or the value of the items the recipient may obtain on the basis of his own selection, 7 - a column in which to enter the unit value and extended value of clothing ordered, 8 - date of order, and 9 - space for signature of recipient and date of receipt.
- B. To an eligible other-welfare agency person when the warehouse receives an order in triplicate on a form approved by the Supervisor of Commodity Distribution signed by an authorized agency representative stating at least the following information: 1 - case name, 2 - case number, 3 - case address or mailing address, if different, 4 - number of persons in family, 5 - total income and source of income, 6 - mention that the family is receiving relief from the agency, 7 - either the amounts and sizes of specific clothing or the value of items the recipient may obtain on the basis of his own selection, 8 - a column in which to enter the unit value and extended value of clothing ordered, 9 - name of agency, 10 - date of order, and 11 - space for signature of recipient and date of receipt.

The C.W.D. may request warehouses to:

1. Honor an order from an "authorized" agency after it has reviewed and approved the individual clothing order itself. The C.W.D. may not approve orders in excess of the schedule following Paragraph IV-F.
 2. Accept the schedule following Paragraph IV-F or a substitute schedule prepared by the C.W.D. and not exceeding the schedule following Paragraph IV-F. Orders from an "authorized" agency would not in this instance be individually approved by the C.W.D.
- C. To a family with a person employed on W.P.A., when the warehouse receives a verbal or written request for clothing from the person working on W.P.A. for whom it has received, during the past twelve months, a statement from the W.P.A. (1) establishing the eligibility

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- (1) Warehouses will receive for counties in which the Stamp Plan is operative a Clearance of W.P.A. Eligibility for Clothing, DD 615, from the Stamp Issuing Office as new cases are awaiting assignment to W.P.A. or assigned by that agency. Such DD 615 cards shall be placed alphabetically in a W.P.A. Eligibility for Clothing File without regard to whether the case is eligible. These cards shall be checked in the upper right hand corner when Records Cards are prepared the first time eligible persons request clothing.

As new cards are received from the Stamp Issuing Office amending the eligibility data, they shall be compared with the old card, necessary data extracted from that card and then shall be inserted in this file and the old

(continued on next page)

of the family, provided such eligibility has not been cancelled by subsequent notices from the W.P.A. (1) The statement establishing eligibility shall contain at least the following: 1 - case name, 2 - identification number, 3 - case address or mailing address, if different, 4 - number of eligible persons in family, 5 - W.P.A. monthly wage, (2) 6 - other monthly income for eligible persons in family, and 7 - date of statement. Notices of change in status will be received from the W.P.A. (1)

- D. To a family with a person awaiting assignment to W.P.A. and not eligible under any other category, when the warehouse receives a verbal or written request for clothing from the person awaiting assignment to W.P.A. provided: 1 - a form has been received from the C.W.D. (1) containing (a) case name, (b) identification number, (c) case address or mailing address, if different, (d) number of eligible persons in family, (e) total monthly income for eligible persons in family, and (f) date of statement or expiration of eligibility and provided 2 - a renewal has been received from the W.P.A. (1) superseding the date shown on the original card establishing eligibility if the eligibility of the case once expires.

(1) (continued from preceding page)

cards shall be pulled and filed alphabetically in the W.P.A. Documents File if a Record Card has already been prepared on the case. If no Record Card has been prepared, the new DD 615 shall be compared with the old card, necessary data extracted from that card and then shall be inserted in the W.P.A. Eligibility for Clothing File and the old DD 615 destroyed.

As information is received by list from the Stamp Issuing Office that a case is cancelled or as a review of the W.P.A. Eligibility for Clothing File indicates a pending assignment case has expired, the card in the file shall be marked "Cancelled" across its face. That card shall then be transferred to the W.P.A. Documents File regardless of whether a Record Card has already been prepared on the case. Lists of cancellations received from the Stamp Issuing Office shall be filed chronologically.

Warehouses will receive for counties in which the Stamp Plan is not operative information (1) directly from the W.P.A. on cases assigned to that agency, and on changes and cancellations affecting such cases, (2) directly from the W.P.A. on extensions of expiration dates on pending cases, and (3) from the C.W.D. on cases awaiting assignment to W.P.A. This information shall be transcribed on DD 615 cards which shall be maintained in files as described above. All documents establishing, changing or cancelling cases received either from the W.P.A. or the C.W.D. shall be stored for future delivery to a Stamp Issuing Office when the Stamp Plan becomes effective for the county.

For counties in which the Stamp Plan is not yet operative the W.P.A. will furnish warehouses with information as to the status of all assigned cases or cases awaiting assignment at the time this procedure becomes effective.

- (2) See footnote (4), page 5, for computing W.P.A. monthly wage.

- E. To an eligible F.S.A. family, when the warehouse receives an order in triplicate on a form approved by the Supervisor of Commodity Distribution signed by an authorized F.S.A. representative stating at least the following information: 1 - case name, 2 - case number, 3 - case address or mailing address, if different, 4 - number of persons in family, 5 - total monthly income and sources of income, 6 - mention that family received assistance from the F.S.A. during the month, 7 - either the amounts and sizes of specific items or the value of items the recipient may obtain on the basis of his own selection, 8 - a column in which to enter unit value and extended value of clothing ordered, 9 - name or location of the F.S.A. branch office, 10 - date of order, and 11 - space for signature of recipient and date of receipt.
- F. To an eligible Ward Indian family, when the warehouse receives an order in triplicate on a form approved by the Supervisor of Commodity Distribution signed by an authorized representative of the U. S. Indian Agency stating at least the following information: 1 - case name, 2 - case number, 3 - case address or mailing address, if different, 4 - number of persons in family, 5 - total monthly income and sources of income, 6 - mention that family is living on a reservation and is receiving assistance from the U.S. Indian Agency, 7 - either the amounts and sizes of specific items or the value of items the recipient may obtain on the basis of his own selection, 8 - a column in which to enter the unit value and extended value of clothing ordered, 9 - name of location of the U. S. Indian Agency branch office, 10 - date of order, and 11 - date for signature of recipient and date of receipt.

The warehouse shall honor emergency orders designated as such by the order-issuing agency and signed by the agency representative authorized to issue emergency orders.

When an order is received by the warehouse and cannot be completely filled because certain items are not in stock, such items shall be deleted from the order. In no instance shall the participant have a claim to such deleted items, or the value thereof, unless they are included in a subsequent order under the regular procedure.

If orders specify alternates, such alternates shall be filled if the original items cannot be issued. If orders specifically provide for substitution at the discretion of the participant, such substitution shall be made only if the participant is present at the time the order is filled. When orders cannot be completely filled, a mimeographed statement "Clothing Not Available", DD 621, shall be placed in the bundle explaining that the other items requested are not available.

Clothing orders shall be voided and returned to the order-issuing agencies by the warehouse if the orders are not presented within 20 days of issuance.

In such instances it shall be necessary for the order-issuing agency to prepare a new order if the agency still desires the family to receive such clothing when the article or articles are available in the warehouse's stock.

Clothing orders written for ineligible persons assigned or awaiting assignment to W.P.A. and received by the warehouse shall be returned to these ineligible persons by mail. The warehouse shall enclose with the unfilled order a mimeographed statement "Clothing Request Returned", DD 622, with the appropriate reason checked.

An exchange of an article of clothing for another of the same type may be arranged if there has been an obvious error not on the part of the participant. Returned articles must be limited to outer garments only, and to articles that have not been soiled, show no indication of having been worn, and carry the original size tags. No reporting of an exchange is necessary as the returned garment will replace the one issued.

VI. Records to be Maintained by Warehouses:

Records to be maintained by warehouses are as follows:

A. Certifications

1. Certifications for C.W.D., other welfare agency, F.S.A. and Ward Indian cases are combined in the order form and will be discussed under Paragraph VI-B.
2. Eligibility data for cases assigned to W.P.A. or awaiting assignment shall be filed alphabetically in a card file regardless of whether the case is eligible for clothing or not. The first time an eligible W.P.A. case appears for clothing a Record Card, DD 616, shall be prepared. Notices of change in certification and cancellations on W.P.A. cases who have received clothing shall be noted on the Record Card.
3. Letters from the C.W.D., authorizing other welfare agencies (primarily private agencies) to participate in the distribution of clothing and explaining the conditions under which each agency's clothing orders shall be honored.

B. Orders

1. Orders prepared by the certifying agency will be received in triplicate. The unit value and the extended value shall be affixed to the order forms by the warehouse and then this order shall be filled insofar as possible from available stocks. Following this, the necessary changes, deletions, etc., shall be made on all copies of the order to reflect actual issuances. The date of issuance shall be placed on the original and one copy of the order, and the recipient⁽¹⁾ shall acknowledge receipt of the clothing by signing these forms. The third copy shall be destroyed if issuance is over the counter. Otherwise, it shall have been placed in the Pending Order File to show the clothing was pending delivery on a truck run, at a commissary, or elsewhere.
2. Orders shall be prepared by the warehouse in original only to show issuances over the counter to W.P.A. cases either assigned or awaiting assignment. The date of issuance shall be placed on the order and the recipient⁽¹⁾ shall acknowledge receipt of clothing by

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- (1) Possession of an order issued by the certifying agency, possession of a post card issued by the warehouse as notification that a bundle of clothing is available, or presentation of a W.P.A. identification card shall be considered sufficient for the release of clothing and the charging of such clothing to the account of the person named on these documents. If a person bears one of these documents as an agent, (an agency representative may act as an agent), no authorization of agency need be presented, but he shall sign the order John Doe
By R. Roe, his agent.

Clothing will not normally be sent to participants by mail. Where extenuating circumstances make this practice necessary, bundles shall be sent insured parcel post and "return receipt requested". The copy of this receipt provided by the post office shall be attached to the copy of the order to be retained in the warehouse files.

signing this form. Orders shall be prepared in duplicate if the clothing is to be delivered on a truck run, from a commissary or elsewhere to such cases since the extra copy must be placed in the Pending Order File pending the return of the order (receipt) with the recipient's signature and date of issuance thereon.

3. Orders shall be posted to the Record Card, DD 616, only after they are signed by recipients acknowledging receipt.

In the compilation of daily issuances by type of garment care should be taken that all orders to be included are included and that postings are made accurately. The number of items for each type shown on the daily issuances register shall be added to determine whether the total number of items shown on the register equals the total number of items shown on orders. A controlling DD 450 shall be established and all receipts and issuances of any type shall be posted to it. A daily check shall be made to determine whether the balance on hand as shown on this card equals the total of the balance on hand shown on each of the regular DD 450's maintained by type of garment. These controls are needed to insure the accuracy of book inventories shown on DD 450 cards.

4. To determine the daily "issuances" to be posted to the Stock Record Card, DD 450, all receipted orders on over-the-counter issuances and all unreceipted orders⁽¹⁾ bundled that day for truck runs, commissary, and mailing shall be posted to a worksheet by type without regard to size of clothing.⁽²⁾ The results obtained on the worksheet shall be posted to the DD 450.
5. Care should also be exercised so that receipted orders returned by truck runs, commissaries or the post office will not be posted to the worksheet used to obtain the daily entry to the DD 450 card. These orders were posted as an "issuance" on that card when the bundle was sent from the warehouse.

Receipted orders covering actual issuances to C.W.D. cases shall be batched and filed separately by date of posting with an adding machine tape showing the batch total. This batch total must agree with the amount posted to the Allocation Control Sheet, DD 617, for daily issuances and the amount entered on the Statistical Recapitulation Sheet, DD 620, for daily issuances.

6. Other receipted orders shall be filed by date of posting in alphabetical order. C.W.D. orders shall be kept separately in this file. The posting date should be entered in the proper column in the allowance control section of the Record Card, thus permitting rapid cross-reference between that ledger card and the orders posted thereto.

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- (1) This compilation shall be made prior to the time that unreceipted orders are placed in the Pending Order File.
 - (2) This compilation will be made by type and size by base warehouses since DD 450 cards shall be so maintained in these warehouses. This procedure is feasible for such warehouses because of the smaller number of transactions made by a base warehouse since it does not issue to participants.

7. The duplicate copies of all receipted orders written by C.W.D's must be turned daily after posting by warehouse to such agencies. The daily total for clothing distributed to C.W.D. cases shall be shown on Allocation Control Sheet, DD 617. The daily batch forwarded to the C.W.D. must be covered by a Statement of Allocation Balance, DD 618, showing: (1) previous county allocation balance, (2) amount this batch, (3) increase or decrease in Pending Order File, and (4) ending allocation balance.
8. The duplicate copies of all receipted orders written by the F.S.A., U. S. Indian Agency, or "authorized" welfare agencies shall be returned at the end of the calendar week by the warehouse to such agencies.

C. Stock Control Cards, DD 450

1. One Stock Control Card shall be maintained in the accounting section of each warehouse for each type of clothing without regard to size. (1)
2. Except as specified above no Stock Control Card shall be maintained on the clothing bin or elsewhere in a warehouse. (2)
3. This form shall be maintained in the same manner as the DD 450 kept in the warehouse's accounting section to show transactions in food except (a) it shall be closed as of the last day of each month, and (b) clothing shall be shown as "issued" as of the date they were wrapped or bundled. Bundles returned (3) from the commissary or the truck run or post office shall be considered minus issuances and shall be recapitulated daily and posted to the DD 450 as a gain in "line 5" with an explanation in the remarks column. The DD 450 will, therefore, show as on hand only those items in the warehouse available to fill future orders. Orders which are filled but are pending delivery to the participant either on a truck run or at a commissary can be readily determined as follows: Review the Pending Order File established from the extra copy of the order, after such copy was posted to the worksheet used to recapitulate daily "issuances" for posting to DD 450.

The facsimile of a Stock Control Card, DD 450, shown on the following page indicates how the following entries should be made:

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- (1) Base warehouses shall maintain DD 450 cards in the accounting section by type and size.
 - (2) Base warehouses may use bin cards if they desire.
 - (3) On clothing sent to commissaries, the warehouse shall send the participant a post card notifying him the bundle is available at the commissary for him. If the bundle is not obtained from the commissary within 15 days of the mailing of this notice, a second notice shall be sent by the warehouse. If the bundle is not obtained within 30 days of the mailing of the first notice, the bundle shall be returned by the commissary to the warehouse.

On clothing sent out on truck runs, the warehouse shall send the participant a post card notifying him when and where to appear. This shall be repeated the second time the bundle is sent out. If the bundle is not obtained by the participant on the second truck run, it shall be returned to the regular warehouse stock.

Parcels returned by the post office because of its inability to deliver the same shall be returned to the regular warehouse stock.

1. One hundred (100) men's work shirts were on hand on April 1.
2. On April 4, 40 men's work shirts were received in a shipment from the base warehouse.
3. On April 10, 11 men's work shirts were issued over the counter, 2 were sent out on an overnight truck run, 3 were sent to a commissary for issuance, and 1 was sent by insured parcel post to a participant.
4. On April 14, it was discovered that rodents had ruined 4 men's work shirts.
5. On April 19, 4 men's work shirts were returned from commissaries because participants did not appear for them within 30 days of their being made available to them.
6. On April 30, a physical inventory indicated only 121 men's work shirts were on hand. The book inventory showed 123 men's work shirts as of that date.

DD 450			STOCK CONTROL CARD			ARTICLE <u>MEN'S WORK SHIRTS</u>		
						SOURCE <u>W.P.A.</u> UNIT <u>EACH</u>		
REFERENCE			DEBIT			CREDIT		
DATE	FORM NUMBER	REMARKS	LINE 2 A DIRECT RECEIPTS	LINE 2B. BLACK INTER-COUNTY RECEIPTS	LINE 5 GAINS	LINE 4 ISSUES	LINE 2B. RED INTER-COUNTY SHIPMENTS	LINE 5 LOSSES
APRIL 1	INVENTORY	BROUGHT FORWARD						100
4	1	DD 412		40				140
10	DAILY	RECAP.				17		123
14	1	DD 449						4
19	RETURNED FROM COMMISSARY				4			123
30	1	DD 607	(TO ADJUST TO ACTUAL PHYSICAL INVENTORY)					2
MAY 1	INVENTORY	BROUGHT FORWARD						121

D. Record Card, DD 616

1. A Record Card shall be prepared on each C.W.D., other welfare agency, F.S.A., and Indian Agency case at the time the first order is received. On this card shall be entered: (a) county, (b) case name, (c) case number, and (d) case address or mailing address, if different.
2. No Record Card shall be prepared on a case assigned to W.P.A. or awaiting assignment to that agency until the first time the case participates. (See Paragraph VI, A, 2 regarding eligibility.) Record Cards on these W.P.A. cases shall show the Monthly Allowance computed from instructions in Paragraph IV. Changes in the number of persons in these cases or the total monthly income available to these cases and renewals and cancellations shall be entered in the section of the Record Card reserved for that purpose. If changes on W.P.A. cases assigned or awaiting assignment affect the Monthly Allowance, this figure also shall be changed.
3. Each time an order is received (except on a C.W.D. case) the Record Card shall be pulled to determine whether the case is still eligible for the amount stated on the order.

If issuance is to be made over the counter, the order shall be filled (if within the allowance balance if not a C.W.D. case or within the County's allocation balance if a C.W.D. case). After the order is filled the date of issuance shall be placed on it and the recipient shall acknowledge receipt of the clothing by signing the order; then the following entries shall be made in the Allowance Control Section of the Record Card: (a) type of case, (b) date of order, (c) date of actual issuance of clothing, (d) number of persons in family, (e) amount issued, (f) allowance balance, and (g) date posted. The Record Card shall then be removed from the file and not refiled until after statistics on cases and persons served and on issuances are obtained therefrom.

If issuance is to be made at a place other than over the counter, the Record Card shall not be taken from the file nor the posting made nor statistical data taken therefrom until after the order signed by the recipient at the location where he obtained the clothing is returned to the warehouse and posted to the Record Card.

4. Records Cards shall be filed by county and alphabetically within each county in one continuous active⁽¹⁾ file without regard to the type of case the card covers.

(1) Once each month the warehouse shall review the active file and place in an inactive file similarly arranged the Record Cards on all cases which did not participate during the past three months. Cards on such cases automatically may be returned to the active file when the case participates again. W.P.A. cases on which cancellation notices have been received, however, may not participate unless a new Clearance of W.P.A. Eligibility Card is received.

5. The following are examples of entries to be made on Record Cards. Table A, a W.P.A. case, shows what type of entries should be made for such cases awaiting assignment or assigned. Table B, a Ward Indian case, shows what type of entries should be made for such cases and also for F.S.A. and for other agency cases. On C.W.D. cases only issuances will be posted since there is no allowance control necessary on such cases.

Table A shows what entries would be made on Record Card, DD 616, if: (The numbers in parentheses in the table show entries made at the time of the transaction similarly numbered below.)

- (1) On April 1 a DD 615 card is received from the Stockton Stamp Issuing Office indicating John J. Doe, Case #124, 425 W. Main Street, Stockton, 3 persons in family, a total monthly income \$62.00, expiration date June 30, is awaiting assignment to W.P.A. (The warehouse files this card in the W.P.A. Eligibility for Clothing file awaiting John J. Doe's first appearance for clothing.)
- (2) On April 7 John J. Doe obtains \$4.20 of clothing. (The warehouse completes the upper section of the Record Card and enters in the Allowance Control Section of the card his April allowance, and the \$4.20 issuance.)
- (3) On April 17 a card is received indicating that there are 4 persons in the Doe family and the family's total monthly income is \$65.00. (The warehouse files this card alphabetically in pending file. No entry is made on the Record Card since changes do not become effective until the first day of the succeeding month.)
- (4) On May 1 the active Record Card file is (1) reviewed to remove inactive cases (see footnote to Paragraph VI, D, 4), (2) any change notices are posted in the Renewals, Changes, and Cancellations Section of the Record Cards, and (3) the May allowances are posted in the Allowance Control Section of the Record Cards.
- (5) On May 25 a card is received indicating that the case has been assigned to W.P.A. and that the monthly family income is now \$80.00 and that there are five persons in the family. (The warehouse files this card alphabetically in the pending file. No entry is made on the Record Card since changes do not become effective until the first day of the succeeding month.)

- (6) On June 1 the active Record Card file is (1) reviewed to remove inactive cases (see footnote to Paragraph VI, D, 4), (2) any change notices are posted in the Renewals, Changes, and Cancellations Section of the Record Cards, and (3) the June allowances are posted in the Allowance Control Section of the Record Cards. (Note that the allowance balance is determined by adding the previous allowance balance to the current monthly allowance. If the resulting allowance balance is more than twice the current monthly allowance this amount should be reduced to exactly twice the current monthly allowance. Deduct all the issuances for the month in which the issuances occurred and prior to computing the allowance balance for the succeeding month.)
- (7) On June 1 John J. Doe obtains \$6.00 clothing. (The warehouse enters the issuance of \$6.00 in the Allowance Control Section of the Record Card. The allowance balance of \$17.96 was written before the June 1 issuance was posted because all monthly allowances are added theoretically as of the first minute of the new month.)

In addition to noting in regard to W.P.A. cases assigned or awaiting assignment that (1) changes become effective as of the first of the succeeding month, and (2) the maximum allowance balance must not exceed twice the current monthly allowance, Managers also should be aware that:

- (1) If a case is certified during a month, it is eligible for a whole month's allowance.
- (2) If a case which has never participated does not first participate in the month in which it is certified, it shall be given an allowance balance of twice the current monthly allowance on the first line of the Allowance Control Section of the Record Card.
- (3) Allowance balances are not cancelled by intermittent participation.
- (4) Cancellations shall be posted to Record Cards on the date of their receipt and no further requests for clothing shall be honored until a card is received restoring the eligibility of the case. Allowance balances shall be cancelled at the time a case is cancelled.

TABLE A.
RECORD CARD

COUNTY SAN JOAQUIN

CASE NUMBER 124

CASE NAME DOE, JOHN J.

CASE ADDRESS 425 W. MAIN STREET, STOCKTON

ORIGINAL
CERTIFICATION: DATE* APRIL 1, 1942

NUMBER OF PERSONS IN FAMILY* 3

TOTAL MONTHLY INCOME** \$62.00

EXPIRATION DATE
(IF ANY)* JUNE 30, 1942

RENEWALS, CHANGES, AND CANCELLATIONS OF CERTIFICATION*

TYPE OF CASE**	DATE OF DOCUMENT	NUMBER IN FAMILY	TOTAL MONTHLY INCOME	MONTHLY ALLOWANCE	TYPE OF CASE**	DATE OF DOCUMENT	NUMBER IN FAMILY	TOTAL MONTHLY INCOME	MONTHLY ALLOWANCE
AA	4 - 17	4	\$65.00	\$7.70					
WPA	5 - 25	5	\$80.00	\$8.98					

ALLOWANCE CONTROL

TYPE OF CASE**	DATE OF ORDER	DATE OF ACTUAL ISS. OF CLOTHING	NO. IN FAMILY	CURRENT MONTHLY ALLOWANCE	ISSUES	ALLOWANCE BALANCE	DATE POSTED	TYPE OF CASE**	DATE OF ORDER	DATE OF ACTUAL ISS. OF CLOTHING	NO. IN FAMILY	CURRENT MONTHLY ALLOWANCE	ISSUES	ALLOWANCE BALANCE	DATE POSTED
	APRIL			\$6.44		\$6.44									
AA	4/7	4/7	3		\$4.20	\$2.24	4/10								
	MAY			\$7.70		\$9.94									
	JUNE			\$8.98		\$17.96									
WPA	6/1	6/1	5		\$6.00	\$11.96	6/2								

*COMPLETE THIS ITEM ONLY ON CASES AWAITING ASSIGNMENT OR ASSIGNED TO WPA

** CWD-COUNTY WELFARE DEPARTMENT; OPA- OTHER PUBLIC OR PRIVATE AGENCY; AA-AWAITING ASSIGNMENT TO WPA;
WPA-ASSIGNED TO WPA; FSA-FARM SECURITY AGENCY; WI-WARD INDIAN.

- (5) Allowance balances shall not be restored by a DD 615 card. However, the case can immediately receive clothing in the amount of its monthly allowance.

Table B (on the following page) shows what entries would be made in the Allowance Control Section of the Record Card if: (The numbers in parentheses in the table show entries made at the time of the transaction similarly numbered below.)

- (1) On April 4 an order dated April 2 issued by the U. S. Indian Agency to Case A (a 5-person eligible case) was presented and \$3.50 of clothing issued.
- (2) On May 7 an order dated May 2 issued by the U. S. Indian Agency to Case A (now a 3-person eligible case) was presented and \$2.00 of clothing issued.
- (3) On June 3 an order dated June 1 issued by the U. S. Indian Agency to Case A (now a 4-person eligible case) was presented and \$1.00 of clothing issued.
- (4) On June 7 an order dated June 5 issued by the U. S. Indian Agency to Case A (now a 3-person eligible case) was presented and \$1.00 of clothing issued.
- (5) On August 10 an order dated August 2 issued by the U. S. Indian Agency to Case A (still a 3-person eligible case) was presented and \$2.00 of clothing issued.

Managers should note that on F.S.A., Ward Indians, and other agency cases the monthly allowance is based upon the number of persons in the case as shown by the first order filled during the month. It also should be mentioned that on these cases:

- (1) If the first order for a case is received late in a month, the case is still eligible for the whole month's allowance.
- (2) Allowance balances should be cancelled if a participant does not present orders dated in consecutive months.

The maximum allowance shall be twice the current monthly allowance.

TABLE B

ALLOWANCE CONTROL															
TYPE OF CASE	DATE OF ORDER	DATE OF ACTUAL ISS. OF CLOTHING	NO. IN FAMILY	CURRENT MONTHLY ALLOWANCE	ISSUES	ALLOWANCE BALANCE	DATE POSTED	TYPE OF CASE	DATE OF ORDER	DATE OF ACTUAL ISS. OF CLOTHING	NO. IN FAMILY	CURRENT MONTHLY ALLOWANCE	ISSUES	ALLOWANCE BALANCE	DATE POSTED
(1) { WI	APRIL			\$8.98		\$8.98									
	4/2	4/4	5		\$3.50	\$5.48	4/5								
(2) { WI	MAY			\$6.44		\$11.92									
	5/2	5/7	3		\$2.00	\$9.92	5/8								
(3) { WI	JUNE			\$7.70		\$15.40									
	6/1	6/3	4		\$1.00	\$14.40	6/4								
(4) { WI	6/5	6/7	3		\$1.00	\$13.40									
{	CANCEL	ALLOWANCE BALANCE													
(5) { WI	AUGUST			\$6.44		\$6.44									
	8/2	8/10	3		\$2.00	\$4.44	8/11								

E. Reports

1. Prior to the fifth day of each month each warehouse shall forward to the Supervisor of Commodity Distribution a report showing for each county and each of the six categories served in each county (i.e., C.W.D., other welfare agency, awaiting assignment to W.P.A., assigned by W.P.A., F.S.A., and Ward Indian cases) the following:

- (1) Unduplicated⁽¹⁾ cases served during the previous month and number of persons in such cases.
- (2) Amount of clothing issued to these cases,

This information shall be obtained as follows:

- (1) Each time a receipted order is posted to a Record Card, remove that card from the active file.
- (2) At the end of each day review the cards removed and post to the Daily Statistical Sheet, DD 619, the necessary statistical information prior to refiling the Record Cards in the Active file.

- (1) Count a case and the number of persons in it only the first time it is served each month in each category. For example, a C.W.D. case consisting of 4 persons when it received \$4.00 of clothing on April 1 and of 5 persons when it received \$5.00 clothing as a C.W.D. case on April 15 would be included as 1 case, 4 persons, \$4.00,--C.W.D. in the April 1 entry and as 0 cases, 0 persons, \$5.00,--C.W.D. in the April 15 entry. However, if the case had become a W.P.A. Assigned case on April 10, it would be included in statistics as 1 case, 4 persons, \$4.00,--C.W.D. in the April 1 entry and as 1 case, 5 persons, \$5.00,--W.P.A. Assigned in the April 15 entry.

- (3) Post these data⁽¹⁾ to Statistical Recapitulation Sheet, DD 620.

All receipted orders from truck runs and commissaries must be included on the Statistical Recapitulation Sheet for the month in which they were actually issued even though the receipted order may not be returned to the warehouse until a day or so later.

2. On or before the third working day of each month each warehouse shall forward to the W.P.A. Sponsorships Unit of the S.D.S.W., 616 K Street, one copy of Monthly Physical Inventory of Clothing and Household Articles, Form DD 448A, showing the clothing inventory as of the last working day of the previous month. The warehouse will also forward one copy to the Supervisor of Commodity Distribution and one copy to the base warehouse. The ending inventory figure must be based upon an actual physical inventory of clothing in the warehouse. This inventory shall not include clothing bundled or wrapped. DD 525 SHALL NO LONGER BE PREPARED.
3. Warehouses shall transact no business on the last two working days of each month except for emergency clothing orders in order to take the physical inventory and reconcile accounts. All orders received by mail on that day shall be processed the first operating day of the succeeding month.

F. Allocation Control Sheet, DD 617

An Allocation Control Sheet shall be maintained by the warehouse for each county.

1. The allocation balance brought forward shall equal the ending allocation balance of the previous day.
2. Increases in allocation shall be posted as notices to increase allocations are received from the W.P.A. Sponsorships Unit.
3. Actual issuances shall be posted from the total taken on receipted orders returned to the C.W.D.⁽²⁾

(1) The daily entry for actual issuances to C.W.D. cases must equal the daily entry on the Allocation Control Sheet, DD 617 for actual issuances.

(2) If the county takes bulk delivery, the amount of the delivery shall be posted as an issuance.

4. The beginning inventory of the Pending Order File shall equal the closing inventory of the previous day.
5. The closing inventory of the Pending Order File shall be obtained by adding all orders in this file on C.W.D. cases.
6. The ending allocation balance is obtained thus:

Allocation balance brought forward \div increases in allocation - actual issuances \div beginning inventory of pending order file - ending inventory of pending order file = ending allocation balance.

When the allocation balance approaches zero it will be necessary for the warehouse to establish a worksheet to show the allocation balance after each C.W.D. order is filled. Otherwise clothing might be issued after the county's allocation has been exhausted.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira
Administrative Assistant

FLOW OF COPIES OF AN ORDER FOR CLOTHING⁽¹⁾ IF CLOTHING IS NOT ISSUED
OVER THE WAREHOUSE COUNTER

<u>Original</u>	<u>Duplicate</u>	<u>Triplicate</u>
1. Received from order-issuing agency	1. Received from order-issuing agency	1. Received from order-issuing agency
		2. Placed in pending file
3. Sent with bundle to commissary or on truck run	3. Sent with bundle to commissary or on truck run	
4. Signed by participant and dated when bundle delivered	4. Signed by participant and dated when bundle delivered (Signature may be carbon of original)	
5. Signed order returned by truck driver or commissary to warehouse	5. Signed order returned by truck driver or commissary to warehouse	
6. Original and duplicate matched against triplicate and triplicate destroyed	6. Original and duplicate matched against triplicate and triplicate destroyed	6. Original and duplicate matched against triplicate and triplicate destroyed
7. Posted to Record Card and filed by date of <u>actual issuance</u> of clothing		
	8. Returned to order-issuing agency	

-
- (1) If the case is a W.P.A. case or a case awaiting assignment to W.P.A., there will be no triplicate. In such instances the duplicate shall be used as a pending file copy and destroyed after actual delivery of the clothing. No copy of the order shall be sent to the W.P.A.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 17, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 9.

Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 9 provides for recording on DD (SRA) 394 and 395 the first time each month that a case is served either food or production articles. Pages 5 and 21 indicate how this information should be used in determining the "unduplicated case load served with food commodities and/or production articles" for entry on DD (SRA) 385 and DD 441.

Effective immediately it will not be necessary to record such information since case count data unduplicated as to participation in both the food and production articles programs are no longer necessary.

Information on the unduplicated case load served with food during the month shall be prepared in the manner outlined in DIRECT DISTRIBUTION BULLETIN NO. 9.

Information on case load served production articles shall be prepared in the manner outlined in DIRECT DISTRIBUTION BULLETIN NO. 10. The case load served production articles should be reported in a memorandum showing both case load and issuances by county by category of case. No entries for case load served production articles should therefore be entered on DD 441. DD (SRA) 394 shall no longer be used.

Very sincerely yours
MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

CERTIFICATIONS, CHANGE
NOTICES AND CANCELLATIONS

FLOW OF RECORDS ON DISTRIBUTION OF CLOTHING TO A WPA CASE OR A CASE AWAITING ASSIGNMENT TO WPA

ORDER

WORKSHEET

RECORD CARD

STOCK CONTROL CARD

STATISTICS

1. ELIGIBILITY DATA RE-
CEIVED.

2. REQUEST RECEIVED FROM PARTICIPANT AND
ORDER PREPARED BY WAREHOUSE.

3. ORDER CHECKED AGAINST RECORD CARD,
DD 616, TO DETERMINE WHETHER ALLOWANCE
IS AVAILABLE.

4. ORDER FILLED AND SIGNED BY PARTICIPANT
AND DATED.

5. RECEIPTED ORDER POSTED TO RECORD CARD,
DD 616.

6. TO DETERMINE DAILY "ISSUANCES" BY TYPE
OF CLOTHING, POST DAILY TO WORKSHEET
ORDERS RECEIPTED FROM "OVER-THE-COUNTER"
ISSUANCES AND ALSO OTHER ORDERS PACK-
AGED OR BUNDLED THAT DAY.

7. FILE ONE COPY OF ORDER BY DATE OF ACTUAL
ISSUANCE OF CLOTHING AND NOT BY CATEGORY
OR ALPHABETICALLY.

6. TO DETERMINE DAILY "ISSUANCES" BY TYPE
OF CLOTHING, POST DAILY TO WORKSHEET
BOTH ORDERS RECEIPTED FROM "OVER-THE-
COUNTER" ISSUANCES AND OTHER ORDERS
PACKAGED OR BUNDLED THAT DAY.

8. POST DAILY "ISSUANCES" FROM WORKSHEET TO
STOCK CONTROL CARD FILE (THIS FILE SET UP
BY TYPE OF CLOTHING).

3. ORDER CHECKED AGAINST RECORD CARD,
DD 616, TO DETERMINE WHETHER ALLOW-
ANCE IS AVAILABLE. IF NEW CASE,
PREPARE RECORD CARD AND FILE ALPHA-
BETICALLY IN ACTIVE FILE.

5. RECEIPTED ORDER POSTED TO RECORD CARD,
DD 616. RECORD CARD REMOVED FROM FILE
PENDING OBTAINING STATISTICAL INFORM-
ATION ON DAILY ACTUAL ISSUANCES.

9. OBTAIN CASE LOAD AND DISTRIBUTION
STATISTICS BY CATEGORY OF CASE FOR
DAILY ACTUAL ISSUANCES FROM RECORD
CARD. RETURN RECORD CARD TO ACTIVE
FILE.

8. POST DAILY "ISSUANCES"
FROM WORKSHEET TO STOCK
CONTROL CARD FILE (THIS
FILE SET UP BY TYPE OF
CLOTHING).

10. CHECK BOOK INVENTORIES
ON STOCK CONTROL CARDS
WITH ACTUAL PHYSICAL
INVENTORY TAKEN AT END
OF MONTH.

9. POST STATISTICS
ON ACTUAL ISSUANCES
OBTAINED FROM RECORD
CARD TO DAILY STATIS-
TICAL SHEET, DD 619,
AND TO STATISTICAL
RECAPITULATION SHEET,
DD 620, AND TOTAL AT
END OF MONTH.

11. PREPARE REPORT ON
PHYSICAL INVENTORY
OF CLOTHING BY TYPE
AND SIZE.

12. CHANGE NOTICE RECEIVED.

12. CHANGE NOTICE POSTED TO RECORD CARD.

13. CANCELLATION RECEIVED.

13. RECORD CARD FILED ALPHABETICALLY IN
INACTIVE FILE.

FLOW OF RECORDS ON DISTRIBUTION OF CLOTHING TO A COUNTY WELFARE DEPARTMENT, OTHER WELFARE AGENCY, F.S.A., OR INDIAN AGENCY CASE

ORDER

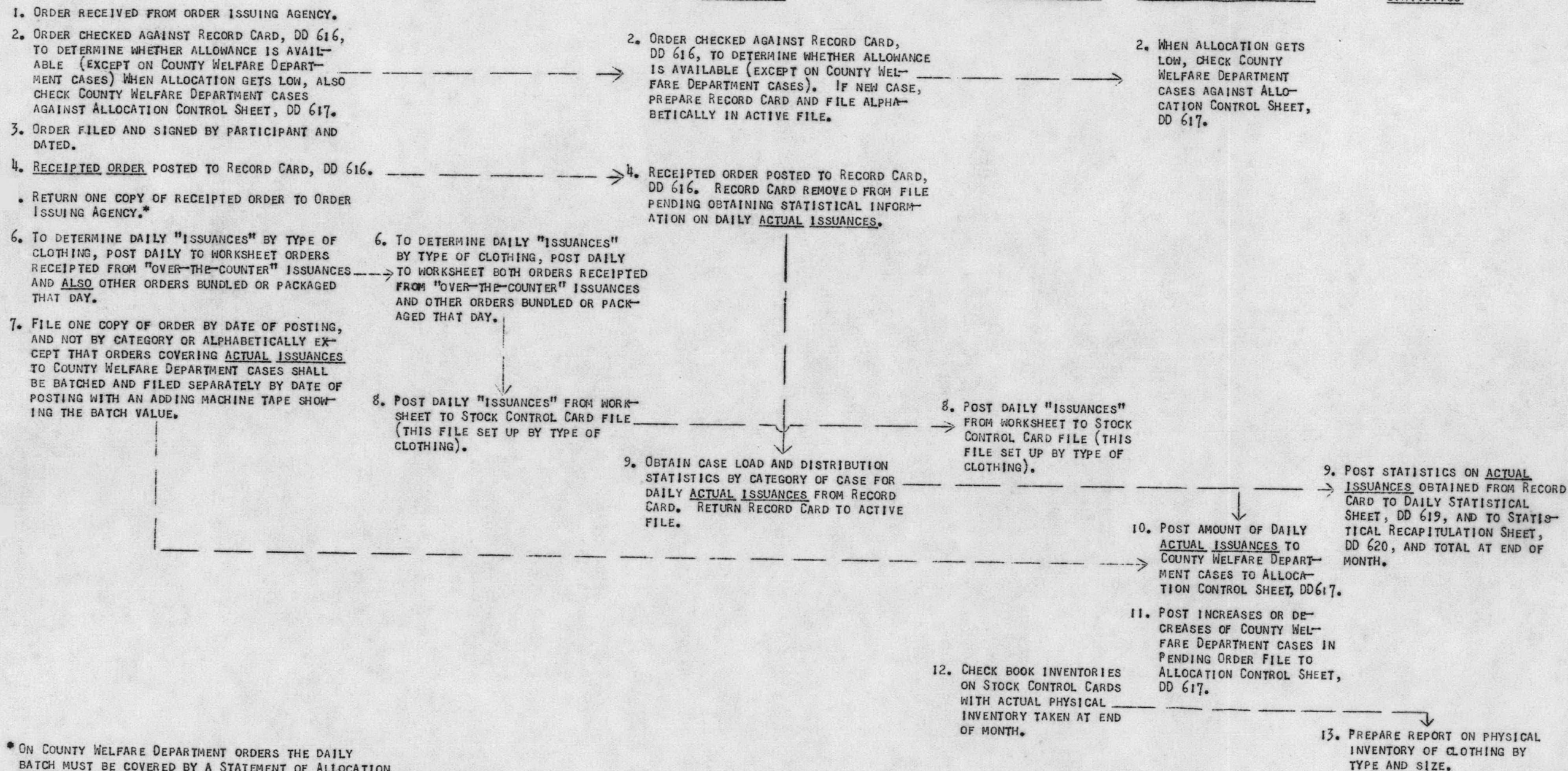
WORKSHEET

RECORD CARD
DD 616

STOCK CONTROL CARD

ALLOCATION CONTROL SHEET

STATISTICS



* ON COUNTY WELFARE DEPARTMENT ORDERS THE DAILY BATCH MUST BE COVERED BY A STATEMENT OF ALLOCATION BALANCE, DD 618.

UNITED STATES DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

January 14, 1942

ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 9
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 9)

1. Addendum to Paragraph 26 (Page 6)

Managers are cautioned that the figures to be reported on DD525 for the caseload served each commodity on the school program must be an unduplicated count. It is suggested that managers set up controls to insure an unduplicated count by placing a check mark in the "First delivery" column of DD(SRA)558 opposite each item for which a DD(SRA)412 is prepared for the first delivery. These check marks will signal when the DD(SRA)412 is prepared for the second delivery that certain commodities have previously been distributed to the school during the month. On the DD(SRA)412 prepared to cover the second delivery any item already once delivered during the reporting period should carry the notation "Second delivery this month" in the "Remarks" column of that form. When the DD(SRA)412 is posted to the DD(SRA)385B (or a similar work sheet) no persons are to be shown as participating for any commodity delivered for the second time during a month since they were counted and posted to this form the first time they participated in the receipt of that commodity during the month.

Managers are also cautioned to set up controls so that the participant count reported on other non-family cases is also unduplicated.

2. Addendum to Paragraph 4b (Page 10)

A. In addition to the number of copies of monthly reports on food and clothing activities, (i.e., DD525's, DD(SRA)475's, DD(SRA)277's, DD(SRA)528's, DD(SRA)378's, and DD441's) required by DIRECT DISTRIBUTION BULLETIN NO. 9 one complete set of these forms shall be forwarded by each warehouse preparing the same to the W.P.A. supervisor in its locality. No copies of DD525's on salvage or any other reports not listed above should be forwarded to that supervisor.

B. Instructions provide for attaching copies of subsidiary reports to the DD525. The letter covering the transmittal of the copy of the DD525 to the Acting Supervisor of Direct Distribution shall mention any subsidiary reports (such as DD(SRA)475's, DD(SRA)277's, DD(SRA)528's, etc.) not transmitted because of nothing to report on these forms for that month.

3. Addendum to Paragraph 5c (Page 24)

The following example is given to amplify instructions for the completion of the DD609 report. Persons preparing this report should carefully trace the salary data given below into the attached Monthly Report of Persons Employed, DD609.

Given:

A. Administrative Personnel

1. A Commodity Distribution Manager Grade II @ \$190.00 per month
2. An Intermediate Account Clerk @ \$110.00 per month
3. A Junior Typist Clerk @ \$ 80.00 per month

\$380.00

It is estimated by the warehouse manager that \$275.00 of this payroll is chargeable to distribution of S.M.A. and Processed S.M.A. Food Commodities.

Therefore, on the DD609 under the section on food distribution expenditures the entry 3 part-time Department of Social Welfare employees and \$275.00 should be made. The \$105.00 paid these employees that is chargeable to the distribution of production articles or other articles not S.M.A. or processed S.M.A. food commodities shall not be entered anywhere on the DD609 since it is a report to determine the costs of distributing S.M.A. and Processed S.M.A. foods. An entry showing the W.P.A. personnel expenditures applicable to the distribution of other items is required in the lower part of the DD609 merely so that total W.P.A. expenditures data will be available. No attempt is made on this form to determine the total personnel costs involved in the distribution of production articles.

W.P.A. Personnel:

A. Non-Relief

- (1) Two employees at \$108.75 each per month worked 2/3 of time on food and 1/3 of time on other distribution. Therefore, show two part-time employees on food with \$145.00 expenditures. Also enter \$72.50 in the lower part of the form as "Working on Distribution of Other Articles".

B. Relief

- (1) Six employees at \$60.00 each per month worked solely on food distribution.
- (2) Three employees at \$60.00 each per month worked 1/3 time on food distribution and 2/3 on the distribution of other articles.
- (3) Four employees at \$60.00 each per month worked solely on distribution of other articles.

Therefore, the following data should be recorded under W.P.A. relief expenditures:	Food		Other
	Employees		(Lower part of form)
	Full-Time	Part-Time	Expenditures
	6		\$360.00
		3	\$ 60.00
			<u>\$240.00</u>
	6	3	\$420.00
			\$360.00

N.Y.A.:

One person worked on distribution of food commodities 5/6 of the time. Her salary is \$24.00 per month.

Therefore, show one part-time employee and \$20.00 expenditures in the upper part of the form. The \$4.00 expended for her salary chargeable to distribution of W.P.A. clothing shall not be shown since the Department does not desire to collect on the DD609 the expenditures for the distribution of production articles (except W.P.A. expenditures for relief and non-relief personnel working with production articles).

Other Employees:

The county furnishes four employees from their relief roles who work full-time on the distribution of food and who are paid \$35.00 each.

Therefore, show four full-time employees and \$140.00 expenditures under "Other Employees-Relief." It should be remembered that a "~~full-time~~" employee is one who with minor exceptions devotes the full time he is employed to the distribution of S.M.A. and Processed S.M.A. food commodities. A county relief worker assisting in the program may work only 25 hours per week for his relief warrant but if he spends all these 25 hours on distribution of foods, he is still a "full-time" employee. Part-time employees consist only of those employees whose activities are divided between the distribution of foods and other distribution.

It should also be remembered that if an employee is paid for part of the month by one agency and the remainder of the month by another, he should not be shown twice but should be counted and shown with his full salary under the category (SDSW, WPA, NYA, or other) from which the greater part of his salary was paid.

WAREHOUSES SHALL TRANSMIT DD609's, COVERING ONLY THE COSTS OF WAREHOUSE OPERATION. REPORTS OF A SIMILAR NATURE CONCERNING STAMP PLAN EXPENDITURES WILL BE RECEIVED DIRECTLY FROM SENIOR CASHIERS IN CHARGE OF STAMP ISSUING OFFICES.

U. S. DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

MONTHLY REPORT OF PERSONS EMPLOYED

X Warehouse Month of December, 1941

Direct Distribution of SMA and Processed SMA Food Commodities

Type of Employee		Full-Time	Part-Time	Total	
		Number of Employees	Number of Employees	No.	Expenditures
State Department of Social Welfare Payroll	(1) Non-Relief		3	3	\$275.00
W.P.A.	(2) Non-Relief		2	2	\$145.00
	(3) Relief	6	3	9	\$420.00
N.Y.A.	(4) Relief		1	1	\$ 20.00
Other Employees	(5) Non-Relief				
	(6) Relief	4		4	\$140.00
Total Employees	(7) Non-Relief		5	5	\$420.00
	(8) Relief	10	4	14	\$580.00

Work Projects Administration Expenditures for Personnel Engaged in the
Direct Distribution of Food and/or Production Articles

	Non-Relief	Relief
Working on Distribution of SMA and Processed SMA Foods (as shown above on lines (2) and (3)).	\$145.00	\$420.00
Working on Distribution of Other Articles	\$ 72.50	\$360.00
Total	\$217.50	\$780.00

Original - To Acting Supervisor of Direct Distribution.
Duplicate- Accounting Files of Warehouse or Depot Preparing Form.

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 22, 1941

DIRECT DISTRIBUTION BULLETIN NO. 9

Subject: Accounting and Reporting for
Commodities other than W.P.A.
Clothing

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DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 22, 1941

DIRECT DISTRIBUTION BULLETIN NO. 9

Subject: Accounting and Reporting for
Commodities other than W.P.A.
Clothing

This bulletin, which becomes effective with the reporting period beginning December 29, 1941, is prepared to inform managers of basic accounting documents, registers and ledgers to be maintained and reports to be prepared therefrom. All previous bulletins, memoranda, or other instructions concerning the subject of account for and reporting of commodities OTHER THAN W.P.A. CLOTHING are hereby cancelled, as of the effective date of this bulletin. Only the procedure and forms mentioned in this bulletin shall be used for such accounting and reporting. The maintenance of accounting records and preparation of reports not mentioned herein shall be discontinued.

All warehouses and depots shall maintain a complete set of accounting records except Marysville, Oroville, Santa Cruz, Susanville, Ukiah, Ventura and Yreka or any other such depots as are not set up for complete accounting procedures. These warehouses and depots shall maintain a stockroom ledger only and shall keep no copies of original documents covering the receipt or issuance of commodities. Such papers shall be forwarded daily to the warehouse having immediate supervision over the non-accounting distributing point. Registers, control stock ledgers, and reports covering activities of such distributing points will be maintained by the warehouse having immediate supervision over them. Such records and accounts shall be maintained separately from the records of the supervising warehouse.

All records must be maintained uniformly in accordance with this bulletin in order to facilitate inspection by officers of the Division of Commodity Distribution and to permit any audit or inspection the State Department of Finance or the Surplus Marketing Administration might desire to make.

The chart on page 2 indicates the flow of accounting data from basic accounting documents through registers and ledgers into accounting and statistical reports.

1. Basic Accounting Documents

(a) Basic accounting documents on the receipt of commodities are the:

- (1) Delivery Order, SMA-810 (salmon copy) which shall be filed first by commodity and then by date order for each commodity.
- (2) Order of Disposition, Shipping Ticket, Receipt-DD(SRA)412R (copy signed by receiving warehouse) which shall be filed in the warehouse's accounting files by date of receipt of the commodity.

b. Basic accounting documents on the issuance of commodities are the:

- (1) Client's Receipt for Production Commodities, DD(SRA)394(1)

(1) Original copy since these two forms are prepared in original only.

which shall be filed in the warehouse's accounting files first by county, then by type of participant and then in date order for each type of participant.

(2) Client's Receipt for Food Commodities, DD(SRA)395⁽¹⁾ which

shall be filed in the warehouse's accounting files, first by county, then by type of participant and then in date order for each type of participant.

(3) Order of Disposition, Shipping Ticket, Receipt-DD(SRA)412R (copy signed by warehouse to which commodity was shipped) which shall be filed in the warehouse's accounting files by the date the receiving warehouse signed for the commodity.

c. Basic accounting documents on adjustments (gains and losses) are the:

(1) Spoilage and Damage Voucher, DD(SRA)449, a form which is used to report spoilage, damage and known pilferage. The duplicate copy of this voucher shall be filed in the warehouse's accounting files in numeric order, the original (i.e., the only other copy of the form having been sent to the Acting Supervisor of Direct Distribution).

(2) Adjustment Voucher, DD607, a form which is used to report adjustments of inventory due to normal shrinkage or other reasons other than spoilage, damage or known pilferage. The original, i.e., the only copy, of this form shall be filed in the warehouse's accounting files in numeric order.

2. Registers

a. Daily Issuances Register, DD608

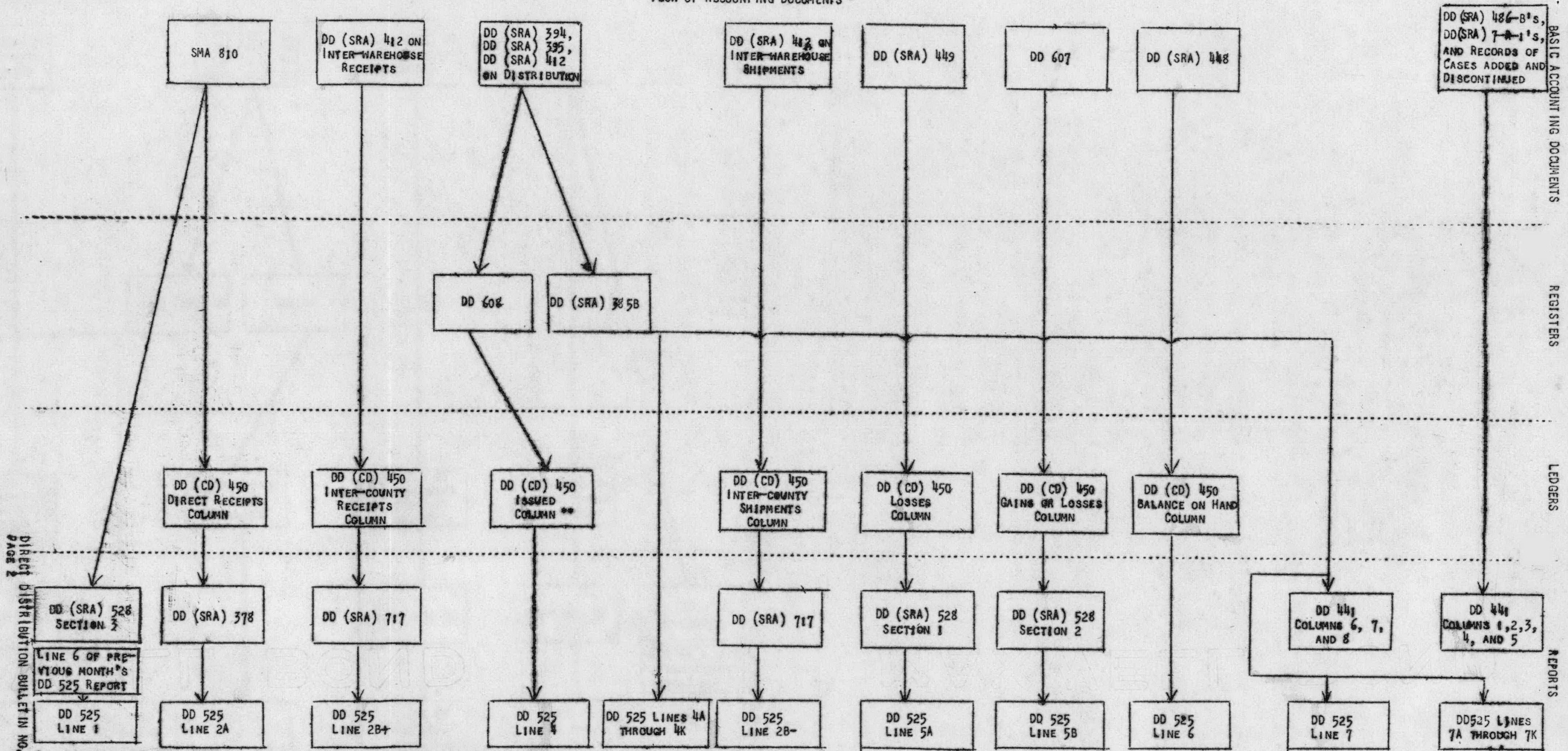
Each day the total amounts issued as shown on each Client's Receipt for Production Commodities, DD(SRA)394, on S.M.A. production articles only, each Client's Receipt for Food Commodities, DD(SRA)395, and each Order of Disposition, Shipping Ticket, Receipt, DD(SRA)412R concerning an issuance to a client (including schools, institutions and other non-family cases) shall be recapitulated on Daily Issuances Register, DD608's to determine the amount of each commodity issued during the day. This register forms the basis for the daily issuance entries to be posted on DD(CD)450, a stock control card maintained in the warehouse's accounting section.

b. Monthly Summary by Classification of Recipient, DD(SRA)385B

Each day the total unduplicated count of persons receiving each commodity and the amount of each commodity received as shown on each Client's Receipt for Production Commodities, DD(SRA)394, on S.M.A. production articles only, each Client's Receipt for Food Commodities, DD(SRA)395, and each Order of Disposition, Shipping Ticket, Receipt, DD(SRA)412R concerning an issuance to a client (including schools, institutions and other non-family cases) shall be recapitulated on

(1) Original copy since these two forms are prepared in original only.

FLOW OF ACCOUNTING DOCUMENTS *



DIRECT DISTRIBUTION BULLETIN NO. 9
PAGE 2

* INSUFFICIENT SPACE PREVENTS REFERRING TO FORMS BY OTHER THAN FORM NUMBER.

** ENTRIES SHOULD BE MADE IN THIS COLUMN ON THE WAREHOUSE STOCK LEDGER NOT ON THE BASIS OF ACTUAL ISSUANCES TO CLIENTS AND SCHOOLS BUT ON THE BASIS OF PHYSICAL REMOVAL OF THE COMMODITIES FROM THE STACK.

Monthly Summary by Classification of Recipient DD(SRA)385B. Only one classification of recipient should be summarized on each DD(SRA)385B so that at the end of each month the sum of the entries on this form will indicate for each commodity issued the total unduplicated case load of the classification concerned who received the same and the amount that they received.

The example below indicates what entries should be made on a Monthly Summary by Classification of Recipient, DD(SRA)385B if the DD(SRA)394 for the day showed:

AID TO NEEDY AGED

Case No. 1st Issue This Mo.	Case No. 1st Issue Prod. Comdy.	No. in Fam.	Case No. Add'l Issues	No. in Fam.	Comdy. or Services Identifi- cation Number	Signature of Recipient
1442	1475	3			21	John Doe
	1479	4			22	R. Roe
		5	1442	3	23	J. Smith
1454		4			24	John Doe
					25	D. Davis

and the DD(SRA)395 for the day showed:

AID TO NEEDY AGED

Case No. 1st Issue This Mo.	Case No. 1st Issue Food	No. in Fam.	Case No. Add'l. Issues	No. in Fam.	Apples	Dried Beans	Corn Meal	Wheat Cereal	Wheat Flour	Signature of Recipient
1476	1442	2			32	2	3			W. Jones
1479		3			36	4	5			John Doe
		5	1486	2			7	3	8	J. Smith
			1452	3				5	24	H. Harris
			1489	5				7	30	M. Johnson
										J. Simms

The postings to the DD(SRA)385B⁽¹⁾ for Aid to Needy Aged would be: (See attached sheet)

The columns on this form showing persons and units of foods issued when totaled at the end of each reporting period serve as the basis for lines 4A through 4K and 7A through 7K on DD525. The first three columns above when totaled at the end of each reporting period serve as the basis for entries for the appropriate recipient groups on DD441 under columns 6, 7, and 8 respectively. Information required on DD525 as to

(1) Necessary changes should be made in the column headings of DD(SRA)385B's now in warehouses in order to collect information in terms of persons and in order to provide the general recapitulations in the first three columns.

The postings to the DD(SRA)385B⁽¹⁾ for Aid to Needy Aged would be:

AID TO NEEDY AGED

Sheet No.	Unduplicated Caseload Served With Food Commodities During Month		Unduplicated Caseload Served With Production Articles During Month		Unduplicated Caseload Served With Food Commodities and/or Production Articles		Apples		Dried Beans		Corn Meal		Wheat Cereal		Wheat Flour	
	No. of Cases	No. of Persons	No. of Cases	No. of Persons	No. of Cases	No. of Persons	No. of Persons	Units Issued	No. of Persons	Units Issued	No. of Persons	Units Issued	No. of Persons	Units Issued	No. of Persons	Units Issued
394-1	-	-	4	16	2	7	-	-	-	-	-	-	-	-	-	-
395-1	3	10	-	-	2	7	5	68	5	6	10	20	10	15	10	62

(1) Necessary changes should be made in the column headings of DD(SRA)385B's now in warehouses in order to collect information in terms of persons and in order to provide the general recapitulations in the first three columns.

number of persons participating and quantity of C.A.A. clothing items issued should be tallied from clothing requisition slips.

A separate hand-drawn worksheet may be used for recapitulating deliveries under the school lunch program if a warehouse finds it necessary to use a register larger than the DD(SRA)385B for that purpose. DD(SRA)412R's covering deliveries to non-family cases shall be entered on DD(SRA)385B's or special worksheets in the same manner as DD(SRA)394's and DD(SRA)395's.

3. Ledgers

a. Controlling Stock Ledger

A controlling stock ledger shall be maintained in the warehouse's accounting section. This ledger consists of a Stock Control Card, Form DD(CD)450 for each commodity handled. The name of the commodity should be inserted in the blank entitled "ARTICLE" and should agree with the wording used in the Schedule Number Index (Page 5 of DIRECT DISTRIBUTION NO. 5). The unit should always be pounds net weight unless the Schedule Number Index indicates distribution on the basis of another type of unit, such as cans, dozen, etc. Only one ledger card DD(CD)450 should be kept in the warehouse's accounting section for each food commodity and no reference should be made thereon to "lot numbers".

This stock card provides space for recording debits (receipts of commodities and upward adjustments) and credits (issuances of commodities and losses). Space is also provided thereon for indicating the source of entries.

Entries on this card should be as follows:

Date:

Record date commodity is signed for as received if a receipt.
Record date commodity is issued if an issuance. Record date of adjustment document if a gain or loss.

Form (Document) Number:

Record delivery order number if an SMA-810; Order Number if a DD(SRA)412R; Spoilage and Damage Voucher Number if a DD(SRA)449; Adjustment Voucher Number if a DD607; Daily Issuance Register Number if a DD608.

Remarks:

Record DD or SMA number of the form used as source of entry.

Direct Receipts:

Record direct receipts from the Surplus Marketing Administration. Post the net weight figure shown under the Consignee's Report of Condition on Arrival. (If this figure does not represent the actual net weight received it should be adjusted on the next line by an entry posted in the "gains" or "losses" column from an Adjustment Voucher, DD607 prepared from the Warehouseman's Tally Sheet, DD601.)

Inter-county Receipts:

Record intra-state receipts; i.e., S.M.A. commodities received as a result of a transfer from another Division of Commodity Distribution warehouse or depot. These entries should be made from the copy of the DD(SRA)412R retained by the receiving warehouse or depot.

Gains:

Record from DD607 increases in inventory such as packaging gains, etc. Gains evident at point of arrival because the net weights which must be shown under the Consignee's Report of Condition on Arrival on the SMA-810 are less than actual receipts also should be posted to this column. Such entries should be posted from DD607's computed from Warehouseman's Tally Sheets, DD601's.

Issues:

Record daily the sum of issuances (1) over the counter, on truck runs and in the form of deliveries to schools and other non-family cases. This figure can be posted from Daily Issuance Register, DD608 (a form which recapitulates DD(SRA)394's, DD(SRA)395's, and DD(SRA)412R's) which shows the amounts of commodities distributed to the various types of participants,

Inter-county Shipments:

Record intra-state shipments; i.e., S.M.A. commodities shipped to another Division of Commodity Distribution warehouse or depot. These entries should be made from the copy of the DD(SRA)412R's re-
turned with the signature of the receiving warehouse or depot.
(Commodities must remain on the books of the warehouse or depot doing
the shipping while they are in transit).

Losses:

Record from DD607's decreases in inventory caused by packaging losses, shrinkage occurring after the commodity has been received at the warehouse and unaccountable losses. Nominal losses evident at the point of arrival because the net weights which must be shown under the Consignee's Report of Condition on Arrival on the SMA-810 are more than actual receipts also should be posted to this column. Such entries should be posted from DD607's computed from Warehouseman's Tally Sheets, DD601's.

Also, record spoilage and damage, and known pilferage occurring after receipt of the shipment and recorded on DD(SRA)449.

-
- (1) Adopted net weights per container at time of receipt may be considered and recorded as the weights of issues if the commodities are distributed in their original containers and none of the contents of such containers have been removed.

Balance on Hand:

Record in this column the "running" balance of a commodity on hand in the warehouse including that in transit to other warehouses or depots. The balance on hand should be increased by the amount of receipts and upward adjustments (debits) and decreased by the amount of issuances and downward adjustments (credits).

At the end of each monthly reporting period the card should be adjusted, if necessary, to show the actual physical inventory. It should then be "double-ruled", and the balance on hand should be carried forward as the first entry for the succeeding reporting period.

The facsimile of a Stock Control Card DD(CD)450 shown on this page indicates how the following entries should be made:

Form DD(CD)450

STOCK CONTROL CARD

ARTICLE Apples

SOURCE S.M.A. UNIT Pounds Net Weight

REFERENCE			DEBIT			CREDIT			LINES 1 & 6
DATE	FORM NUMBER	REMARKS	LINE 2A DIRECT RECEIPTS	LINE 2B. BLACK INTER-COUNTY RECEIPTS	LINE 5 GAINS	LINE 4 ISSUES	LINE 2B. RED INTER-COUNTY SHIPMENTS	LINE 5 LOSSES	BALANCE ON HAND
Oct. 29		Inventory brought forward							12,000
31	1945	SMA810	29,000						41,000
31	1	DD 607						200	40,800
Nov. 3	15782	DD412R		4,000					44,800
7	2	DD 607			100				44,900
8	25	DD 608				14,950			29,950
9	26	DD 608				24,740			5,210
14	16552	DD 412					3,500		1,710
17	41	DD 449						200	1,510
28	3	DD 607 (To adjust to actual physical inventory)						210	1,300
Nov. 29		Inventory brought forward							1,300

1. 12,000 pounds of apples were on hand at the beginning of the reporting period ending October 28.
2. On October 31, 29,000 pounds net weight apples were signed for on SMA-810 (DO #1945) under the Consignee's Report of Condition on Arrival. However, on the basis of a sample of the car it was discovered that the net weight received was 28,800 pounds and 200 pounds shrinkage had occurred. This shrinkage was recorded on Adjustment Voucher DD607, #1.

3. On November 3, 4,000 pounds net weight of apples were received in a transfer from Warehouse A on DD(SRA)412R, #15782.
4. In packaging some of the apples a 100 pound packaging gain occurred and was reported on DD607, #2 dated November 7.
5. On November 8, 13,000 pounds of apples were issued in the warehouse to clients, 1,500 pounds were issued on a truck run, and 450 pounds were delivered to schools. This data was summarized on DD608, #25.
6. On November 9, 24,000 pounds of apples were issued in the warehouse to clients and 740 pounds were delivered to schools. This data was summarized on DD608, #26.
7. On November 13, 3,500 pounds of apples were transferred to Warehouse B on DD(SRA)412R, #16552 but were not signed for by that warehouse until November 14.
8. On November 17, the apples were sorted and 200 pounds of apples were found to have spoiled. Spoilage and Damage Voucher, DD(SRA)449, #41 was prepared to report this loss to the warehouse's accounting section.
9. No further transactions in apples occurred during the monthly reporting period ending November 28.
10. On November 28 the warehouse accountant requested the warehousemen to take a physical inventory of all apples in the warehouse (i.e., the stockroom, packaging room, school lunch supply stock, etc.) or in transit to other warehouses or depots. The resulting Physical Inventory Sheet, DD(SRA)448 indicated, after being thoroughly checked by the men taking the same, an ending inventory of 1,300 pounds of apples. No commodities were in transit to other warehouses.

b. Warehouse Stock Ledger

A subsidiary stock ledger shall be maintained in the warehouse stock room by the warehouse man. This ledger shall consist of a Stock Control Card, DD(CD)450 for each lot of a commodity handled. (A complete lot number consists of the initials ⁽¹⁾ of the warehouse first receiving the commodity from the Surplus Marketing Administration, plus the lot number proper ⁽²⁾, plus

-
- (1) Initials to be used shall be the first three letters of the name of the city where the warehouse or depot is located, except as follows:

El Centro	- El C.	San Luis Obispo	- S.L.O.
Los Angeles	- L.A.	Santa Ana	- S.A.
San Diego	- S.D.	Santa Barbara	- S.B.
San Francisco	- S.F.	Santa Cruz	- S.C.
San Jose	- S.J.	Santa Rosa	- S.R.

- (2) Warehouses and depots shall number the first lot they receive directly from the Surplus Marketing Administration received on or after December 29 as 1, the second as 2, etc.

the date of it: receipt from the Surplus Market Administration. For example, a lot received from the Surplus Marketing Administration at Sacramento Area Warehouse on December 29, 1941 would be Sac-1-12/29. This shipment shall be permanently identified with this lot number even though it may later be moved in part to some other warehouse or depot. The lot number should always be shown on the DD412R on inter-warehouse transfers so the receiving warehouse might know when the commodity was first received in the State).

The card shall be headed and entries shall be made thereon in the same manner as those made by the warehouse's accounting section on its cards (See Paragraph 3a of this bulletin) except that issuances shall not be recorded in the stockroom (1) on the basis of actual issuance to clients and schools but on the basis of actual physical removal of the commodities from the stack bearing the lot number either for the purpose of packaging or regular distribution or for segregation for school lunch distribution. If commodities removed from the stacks are later returned thereto in their original containers and without any of the commodity removed therefrom, they shall be added back into the inventory in the stock card and shown as a gain. In the columns provided on the DD(CD)450 for "Form number" and "Remarks" the words "Returned to Inventory" shall be written.

4. Reports

a. Weekly Report

Weekly Book (2) Inventory of Food Commodities, DD606 (formerly BSC-1).

This report shall be completed as of end of business each Friday in quadruplicate at the close of each week and shall be transmitted directly as follows: Original to Acting Supervisor of Direct Distribution; duplicate to Base Warehouse Manager; triplicate to the Area Manager, and quadruplicate for originating warehouse's file. All persons to whom these copies are sent must receive them by the Monday following the week covered by the report.

b. Monthly Reports

All monthly reports should cover a period beginning on the 29th of one month and ending on the 28th of the succeeding month (3) except DD609 must be prepared on a calendar month basis.

(1) Monthly Report of Distribution, DD525

(a) General Information

DD525's shall be prepared as follows:

<u>Type of Warehouse</u>	<u>Number of copies to be Prepared</u>	<u>Distribution of Copies</u>
Base Warehouse	3	Original to Acting Supervisor of Direct Distribution. Duplicate for own files, triplicate to other base warehouse.

- (1) Under "Form number" and "Remarks" on the DD(CD)450 enter the name of the section of the warehouse to which the commodities were issued.
- (2) DD606's now on hand in warehouses provide for a physical inventory and the preparation of the form in triplicate. Such forms shall be used but the inventory shall be a book inventory taken from the warehouse accounting section's DD(CD)450 and the form shall be prepared in sufficient copies to provide one for Area Manager.
- (3) When the 28th day of a month falls on Saturday, Sunday or holiday the closing inventories of cases and commodities must be taken the last working day prior to the 28th.

<u>Type of Warehouse</u>	<u>Number of Copies to be Prepared</u>	<u>Distribution of Copies</u>
Area Warehouse	3	Original to Acting Supervisor of Direct Distribution, duplicate for his own files, triplicate to base warehouse.
District Warehouse	4	Original to Acting Supervisor of Direct Distribution, duplicate for your own files, triplicate to Area Manager, quadruplicate to Base Warehouse.

All copies must be mailed so as to reach these offices to which they are to be distributed on or before the third of the month following that which the report covers. ⁽¹⁾

(b) Scope

DD525 shall cover transactions concerning all commodities received from the Surplus Marketing Administration and all items processed from such commodities. Each warehouse serving more than one county shall prepare a master DD525 showing Items 1, 2, 3, 4, 5, and 6 for the entire district or area served, breaking down Item 4 not by type of recipient but by county and omitting Item 7 and its breakdown. Each warehouse serving more than one county shall also prepare a separate DD525 for each county served leaving all sections blank except Items 4, 4A through 4K, 7, and 7A through 7K.

Warehouses and depots serving one county only shall make one DD525 only covering all items thereon.

(c) Classification of Commodities

Commodities shall be classified and reported on DD525 in the following order:

Section 1 - S.M.A. and processed S.M.A. foods

Group (a) - S.M.A. foods

Dairy products and eggs:

Butter
Cheese
Milk, Dry Skim
Milk, Evaporated (cans)
Eggs (dozens)

Cereals and Flour:

Cereal, whole wheat
Corn meal
Flour, graham
Flour, white
Rice

Fruits: (Specify as canned, dried or fresh)

Apples
Apricots
Grapefruit
Grapefruit Juice
Oranges
Peaches
Pears
Prunes
Raisins

(1) Do not delay transmitting completed reports on food until reports on clothing have been prepared.

Vegetables: (Specify as canned, dried or fresh)

Beans
Beans, lima
Beets
Cabbage
Carrots
Onions
Pears
Potatoes, Irish
Tomatoes

Meats, Meat Products and Fish: (Specify as canned, dried
fresh, smoked, or salted)

Beef
Fish
Lard
Pork
Veal

Miscellaneous Foods:

Honey
Peanut Butter
Pecans
Soup, dehydrated
Vegetable Shortening

Group (b) - Processed S.M.A. foods

Fruits: (canned)

Apples
Grapefruit
Peaches
Plums

Vegetables: (canned)

Beans
Beets
Tomatoes
Sauerkraut

Section 2 - S.M.A. packaging material, S.M.A. raw materials,
processed S.M.A. raw materials, and articles made
from S.M.A. materials other than foods.

Group (a) - S.M.A. packaging materials, S.M.A. raw
materials, and processed S.M.A. raw materials.

Bags, glassine
Comforter covering (yards)
Cotton Batts (pounds)
Cotton garnetted (pounds)
Cotton, raw (pounds)
Hides
Leather (square feet)
Sheeting, 45"
Sheeting, 81"
Sheeting, 90"
Ticking (yards)

Group (b) - Articles made from S.M.A.
materials other than foods

Coats, leather and miscellaneous
Blankets
Comforters and quilts
 Bed
 Crib
Garments, cotton
Household articles, miscellaneous
Mattresses
 Crib
 Double
 Single
Mattress covers
Mattress pads
Mattress ticks
Pillow cases
Pillow Ticks
Sheets
 Crib
 Single
 Double

All commodities named in Section 1 are to be reported in units of pounds net weight except as noted. Canned commodities shall be reported in units of cans, with the size and net weight content of the can shown at the head of the column. Commodities listed in Section 2 shall be reported in units of "each" except as noted. No columns should be left blank on DD525 for items not dealt in during the month and no mention of such commodities should appear on this form. Commodities dealt in and not listed above should be inserted alphabetically in the proper section and should be reported in terms of the type of unit indicated on Page 5 of DIRECT DISTRIBUTION BULLETIN NO. 5.

Extra vertical lines shall be added to DD525 as needed to indicate division of the report into the four groups listed above but no separate recapitulations shall be made of the various sections or groups.

(d) Source:

Symbols to indicate the source of the commodity shall be as follows:

- | | |
|----------------|--|
| 1. S.M.A. | -- Commodities received from the Surplus Marketing Administration in the form in which they will be distributed. |
| 2. Proc-S.M.A. | * Commodities received from the Surplus Marketing Administration and <u>processed</u> by the Work Projects Administration or any other agency prior to distribution by the Division of Commodity Distribution. |

and term processing refers to the canning or drying of S.M.A. foodstuffs, and the manufacture of raw materials into articles such as mattresses or comforters. Packaging of foodstuffs, does not constitute processing, since DD525 does not differentiate between inventories of bulk and packaged commodities.

(e) Line Numbers

Further details concerning entries to be made on lines 1 through 8 follow:

Line 1. "Quantity on Hand Beginning of the Month": Report the entire quantity of the commodity on hand based on actual physical inventory.⁽¹⁾ This consists of both bulk and packaged commodities in the warehouses or depots together with commodities in transit to but not received by other warehouses or depots.

The entries on line 1 must be the same as those appearing on line 6. "Quantity on Hand End of Month," of the previous monthly report. If the actual inventory differs from the actual closing inventory of the previous month, the difference shall not be reflected on line 1, but shall be accounted for as an inventory adjustment on line 5A or line 5B, and fully explained on DD528.

Line 2A. "Receipts During Month": Report the total net quantity of the commodity received from the Surplus Marketing Administration in good condition during the month. These entries are based on net weight entries shown on the SMA-810, under Consignee's Report of Condition on Arrival if the unit for reporting is net weight pounds.

Data for the entry on line 2A appears under "Direct Receipts" on the Stock Control Card DD(CD)450 maintained in the warehouse's accounting office. This entry is supported by DD(SRA)378. (See paragraph 4b(3) of this bulletin.)

Line 2B+. "Inter-county or Inter-area Receipts": Report the amount of a commodity received from other warehouses or depots either within the area or in other areas. Data for this entry appears under "Inter-county Receipts" on the Stock Control Card DD(CD)450 maintained in the warehouse's accounting office.

Line 2B-. "Inter-county and Inter-area Shipments": Report the amount of a commodity shipped to other warehouses or depots either within the area or in other areas. Data for this entry appears under "Inter-county Shipments" on the Stock Control Card DD(CD)450 maintained in the warehouse's accounting office. Entries on lines 2B+ and 2B- must be supported by a Record of Inter-county Transfers DD(SRA)717 indicating for receipts the quantity received from each warehouse or depot and for shipments the quantity shipped to each warehouse or depot.

(1) Physical Inventory Sheet, DD(SRA)448 should be used as a tally sheet in taking inventories.

line 2C. "Net Receipts": Report the result from adding lines 2A and 2B+ and subtracting line 2B-.

Line 3. "Total Quantity Available During Month": Report the sum of lines 1 and 2C.

Line 4. "Total Withdrawals During Month": Report the grand total amount of a commodity issued during the month. Data for this entry should be obtained from the "Issues" column of the Stock Control Card, DD(CD)450 maintained in the warehouse's accounting section. The entry on line 4 must equal the sum of those shown on lines 4A through 4K, inclusive.

Lines 4A through 4K: Report the total amount of a commodity issued during the month to the particular type of participant to which the line refers. This data should be obtained from the Monthly Summary by Classification of Recipient, DD(SRA)385B, referred to in Paragraph 2b of this bulletin.

Line 4A-1. C.W.D. (Indigents): Report the amount of each commodity distributed to Aid to Needy Aged, Aid to Needy Blind (including Aid to Partially Self-supporting Blind), Aid to Needy Children, and County Indigent Aid cases (except indigent aid cases residing at camps). Indigent aid cases residing at S.R.A. single men's camps should be so reported on the line below 4K. Indigent aid cases residing at other camps should be reported on line 4K.

Line 4B. W.P.A.: Report the amount of each commodity distributed to cases receiving assistance from the Work Projects Administration.

Line 4C. F.S.A.: Report the amount of each commodity distributed to cases receiving assistance from the Farm Security Administration.

Line 4D. General: Report the amount of each commodity distributed to cases receiving no public assistance. Such cases are mainly private welfare cases certified as eligible and persons certified to the W.P.A. but not yet assigned by that agency and, therefore, not yet receiving any W.P.A. security wages.

Line 4E. Ward Indians: Report the amount of each commodity distributed to Indian cases living on reservations.

Line 4F. School Lunch Programs: Report the amount of each commodity distributed to senior and junior high schools, grade schools, nursery schools and other units of the public educational system supported by Federal, State or local government funds, orphanages or resident homes for children, and other schools supported by funds from religious, charitable or educational organizations, serving meals to undernourished and/or underprivileged children during regular school terms or as an extension of the program through the summer vacation period.

Line 4G. Charitable Institutions and Organizations: Report the amount of each commodity distributed to institutions and organizations of a charitable nature, supported in whole or in part from public or private funds, such as homes for the aged and indigent, hospitals, sanitariums, and institutions for the insane or handicapped. Amounts of the S.M.A. and processed S.M.A. commodities recorded on this line must agree with the totals shown on Monthly Report of Institutions

Line 5B. Inventory Adjustments During Month: Report the net amount of inventory gain or loss due to packaging gain or loss, normal shrinkage, distribution errors, weight variation, or small losses or gains evident at the time of arrival. The amount of inventory adjustments reported for a commodity must agree with the sum entries marked DD607 in the "Remarks" column of the DD(CD)450 maintained in the warehouse's accounting section. This entry is supported by Section 2 of DD(SRA)528. (See Paragraph 4b(2)(c) of this bulletin.)

Line 6. Quantity on Hand at End of Month: Report the result obtained by subtracting lines 4 and 5A from the sum of lines 3 and 5B, if 5B is a positive (plus) figure. Report the result obtained by subtracting lines 4, 5A and 5B from line 3, if 5B is a negative figure. This must equal the actual physical inventory at the end of the monthly reporting period. If an adjustment is necessary to bring the inventory as shown on the books in balance with the actual inventory, such adjustment shall be included in line 5B.

Line 7. Number of Recipients of Commodities During the Month: Report the unduplicated number of persons receiving each commodity during the month. Lines 7A through 7K provide for the segregation of this count by type of recipient. The categories of recipients are synonymous with those shown in lines 4A through 4K, and under the instructions shown in this bulletin for those lines can be found the definition of what type of cases are to be included in each group. The blank line just below line 7K should be used for reporting the number of persons in S.R.A. single men's camps participating. Data on the unduplicated number of persons in each category receiving each commodity is available from the Monthly Summary by Classification of Recipient, DD(SRA)385B, referred to in Paragraph 2b of this bulletin.

Codes: In the space available under the double line below line 7K enter the code or codes necessary to explain the status of each commodity reported. These codes are:

<u>Code</u>	<u>Number</u>	<u>Explanation of Code</u>
	0	Inventory will not be distributed prior to end of next reporting period but there is no danger of spoilage.
	1	Inventory will be liquidated prior to end of period covered by next monthly DD525 report.
	2	Inventory on which redistribution will be made to effect a more general caseload coverage.
	3	Inventory on which assistance from Area or Base Warehouse Manager may be requested in order to avoid loss through spoilage.

<u>Code Number</u>	<u>Explanation of Code</u>
4	Inventory withheld from general distribution for issuance to school lunch program only or other specific types of distribution programs.
5	Inventory equals 85% or more of next month's probable distribution.

(2) Monthly Report of Inventory Adjustments, DD(SRA)528

(a) General Information

One copy of DD(SRA)528 should be attached to each master DD525 but not to subsidiary DD525's showing distribution by county.

(b) Purpose of Report

The purpose of the DD(SRA)528 report is to provide a detailed account of (1) actual losses occurring in distribution operations, (2) gains and losses resulting from inventory adjustments and (3) losses occurring in transit prior to the arrival of the commodity at its destination and claimed on reverse of Delivery Order, SMA-810.

(c) Compilation of DD(SRA)528 Report

These three different types of adjustment should be reported under separate section headings on DD(SRA)528. The first two types of adjustment, i.e., (1) and (2) above, may be reported on the same page if space permits but (3) should be reported on a separate DD(SRA)528. If no losses of any one of these three types have occurred, an entry to that effect should be made under the proper heading.

Section 1. Actual Losses During the Month

This section is a detailed account of all losses recorded on line 5A of DD525. In column 5 report the distribution operation in which the loss took place. This should be either: (a) "Wholesale center", i.e., at the receiving point or prior to receipt; (b) "Destination point"; or (c) "Intra-state transit", i.e., transfer between warehouses or depots.

Section 2. Inventory Adjustments During the Month

This section is a detailed account of all adjustments recorded on line 5B of DD525. In column 5 report the distribution operation in which the adjustment took place. This should be either: (a) "Wholesale center", i.e., at the receiving point or prior to receipt; (b) "Destination point"; or (c) "Intra-state transit", i.e., transfer between warehouses or depots; or (d) packaging.

Section 3. Losses on Arrival During Month

Report the gross weight of all losses due to shortage, damage, or spoilage occurring prior to arrival and claimed on the reverse of Delivery Order, SMA-810's. In reporting each such loss on DD(SRA)528 show in columns 6 and 7 the DO number, date of arrival of car, date of unloading of car, originating point of shipment, reason for spoilage if known, or any other related information available. Losses of this type are adjusted on the SMA-810's and are never taken in as inventory on DD525. Therefore, no entry to adjust for these losses is necessary on DD525 and the totals of Section 3 of DD528's will not appear on DD525's.

The detailed information requested on DD(SRA)528 for columns 1 through 7 is as follows:

- Column 1: Report names of commodities in same order as shown by column headings on DD525.
- Column 2: Report the unit of measurement. This must be the same as the type of unit shown for the commodity on DD525.
- Column 3: Report the number of units lost or gained. Losses should be shown with a minus sign; gains, with a plus sign.
- Column 4: Report the source of the commodity using the same symbols as those used on DD525.
- Column 5: Report the type of distribution operation (not geographical location) in which the loss or gain occurred.
- Column 6: Report the reason for the adjustment.
- Column 7: Report any additional pertinent information.

(3) Report of D.O. Number and Net Weights Covering Receipts of Commodities Reported on DD525, Form DD(SRA)378

(a) General Information

One copy of DD(SRA)378 should be attached to each master DD525 but not to subsidiary DD525's showing distribution by county.

(b) Purpose of Report

The purpose of the DD(SRA)378 report is to provide a detailed account of direct receipts from the Surplus Marketing Administration during the reporting period. Totals for each commodity on the DD(SRA)378 must agree with quantities reported on line 2A, Receipts During Month, of DD525.

(1) Monthly Report of Caseload Eligible and Caseload Served, DD441

(a) General Information

No copy of DD441 should be attached to a master DD525 but one copy of this form should be attached to each subsidiary DD 525 showing distribution by county. Warehouses and depots serving one county only will attach one copy of DD441 to their DD525's.

(b) Purpose of Report

The purpose of the DD441 report is to show case movement for surplus food cases only and to show caseload served with both food and production articles.

(c) Source of data

Caseload movement data can be obtained by taking an opening and closing inventory of the files of eligibles and maintaining tally sheets on cases added and discontinued during the month. Data on unduplicated caseloads served can be obtained from DD(SRA)385B.

(d) Compilations of DD441 Report

Eight columns are provided on DD441 as follows:

1. Report the actual count of cases and persons certified for food commodities at the beginning of the reporting period. This should agree with the ending caseload figure reported under column 5 of the previous month's report unless there are adjustments of the nature illustrated on page 22, and alluded to on page 23. All differences between the figures shown in column 5 for one month and in column 1 for the succeeding month must be explained by footnotes.

2. Caseload Added During Month

Report the number of cases and persons who were certified during the month for food commodities. Care should be taken to avoid duplication of count on cases transferred from one relief category to another during the reporting period. Cases and persons should be reported in columns 3, 5, 6, 7, and 8 only for the category in which they were first eligible to participate during the month. For example, if a case went from Aid to Needy Aged to Aid to Needy Blind on December 5, the case would be reported as an Aid to Needy Aged case in the report for December. The discontinuance of the Aid to Needy Aged case would show in column 4 for the month of December. The adding of the Aid to Needy Blind case would show under column 2 in the report for January.

3. Cases Eligible for Service During the Month

Report the sum of columns 2 and 3.

4. Cases Discontinued During the Month

Report the number of cases and persons whose cards were removed from the file of eligibles for food commodities during the month.

5. Cases Eligible End of Month

Report the result of subtracting column 4 from column 3.

6. Unduplicated Caseload Served with Food Commodities During Month

Report the unduplicated number of cases and persons served food commodities during the month. Cases and persons should be reported as receiving foods only under that category in which they were first eligible to participate during the month. The source of this entry is DD(SRA)385B.

7. Unduplicated Caseload Served with Production Articles During Month

Report the unduplicated number of cases and persons served production articles during the month. Cases and persons should be reported as receiving production articles only under that category in which they first participated during the month. The source of this entry is DD(SRA)385B.

8. Unduplicated Caseload Served with Food Commodities and/or Production Articles

Report the unduplicated number of cases and persons served food and/or production articles. This is not the sum of columns 6 and 7. A case receiving both food and production articles should be counted only as one case. The source of this entry is DD(SRA)385B.

Definition of Recipient Groups

Report as county indigent aid all cases receiving general relief from county welfare departments.

County indigent aid cases living in camps shall not be reported under "Others."

Report under Aid to Needy Aged all cases receiving aid under the Old Age Security Law.

Report under Aid to Needy Children all cases receiving assistance under the terms of the Aid to Needy Children provisions of the Welfare and Institutions Code.

Report under Aid to Needy Blind all cases receiving assistance under the Aid to Needy Blind and Aid to Partially Self-supporting Blind provisions of the Welfare and Institutions Code.

All other recipient groups appearing on the DD441 are defined in the instructions in this bulletin for completing DD525.

Complete data for all eight columns must be shown on the reverse of DD441 for each miscellaneous category included under "Others."

Reporting of Schools Eligible and Served

Even though "full-line" schools are not served with commodities one month they should be reported as eligible and served during that month on the supposition that some of the commodities delivered the previous month will be used in the next month. However, if a school is not served with commodities for two months, it should not be reported as either eligible or served during the second month in which it is not actually served. The number of such schools dropping out of the caseload shall be shown as a footnote to the report to explain why column 1 of the second month's report is smaller than column 5 of the report of the first month in which no service actually was given.

For example, if two schools were served during November and one "full-line" school was served during October but not November, the columns on the DD441 for November should show for the School Lunch Programs the following under "cases":

Columns	1	2	3	4	5	6
	3	0	3	0	3	3

If the "full-line" school last served in October was not served in December either, the columns on the DD441 for December should show for the School Lunch Programs the following under "cases":

Columns	1	2	3	4	5	6
	2*	0	2	0	2	2

However, if a school is not served for a month because the school is closed for vacation the case shall be deleted from the opening inventory of the first month in which the school was not served since there are no cases or persons eligible or participating in such instances. Non-participation because of vacations or other reasons causes the case to cease to be reported as eligible. Actually, however, such intermittency only causes the application to be placed in an inactive, not a cancelled, file. When such cases again participate they shall be reported as added during the month in column 2.

*One case canceled automatically because not served for two months.

Fruit-only schools should be included in the caseload under columns 1 through 5 until such time as they actually become no longer eligible or until intermittancy arises because of vacations but should be shown as served only in those months during which fruit was actually delivered. This is based on the supposition that no fruit delivered in one month will be "carried over" and used in the succeeding month.

Space is provided near the bottom of the DD441 for an entry showing the number of schools and children included in column 6 for Section 2 who were served complete meals. A school served with commodities other than fruit (fresh, canned, or dried) by a warehouse or depot is considered for reporting purposes to be serving complete meals.

Reporting of Charitable Institutions and Organizations Eligible and Served

Report an institution or organization only if it is both eligible and served during the month. Discontinuances resulting from the unavailability of commodities for distribution cannot be shown on DD441 under column 4 as "Cases Discontinued During Month" because such procedure would not remove the case from the figure appearing in column 3. It is necessary to remove from the ending inventory of the previous month such discontinued cases in order to arrive at the correct figure to be reported under column 1. This procedure is similar to that example shown for the School Lunch Programs on page 22.

Reporting of Housekeeping Aide and Demonstration Projects; Children's Summer Camps; N.Y.A. Resident Training Projects

Report these types of participants in the same manner as Charitable Institutions and Organizations.

Reporting of Others

Report this type of recipient group in the same manner as Charitable Institutions and Organizations and show on the reverse side of DD441 complete data for all eight columns concerning each miscellaneous category included in "Other".

(5) Monthly Report of Persons Employed, DD609.

(a) General Information

DD609 must be prepared on a calendar month basis. One copy of DD609 should be forwarded to the Acting Supervisor of Direct Distribution.

(b) Purpose of Report

The purpose of the DD609 is to show the number of various types of personnel employed in the direct distribution of Surplus Marketing Administration and processed Surplus Marketing Administration food commodities only.

(c) Completion of DD609 Report

Full-time employees are those who spend their entire time, with minor exceptions, on the direct distribution of S.M.A. or processed S.M.A. food commodities. Part-time employees are those employees whose time is regularly and systematically divided between this distribution and other activities. Count each employee only once. If he is paid from two or more sources he should be counted and his entire salary shown under the category from which the greater part of his salary was paid. Non-relief employees are those who are not certified for relief of any kind; relief employees are those who are certified either for work or any other type of relief.

Employees distributing only W.P.A. commodities should not be reported on DD609 but the amount of their salaries should be included in the last item preceding the total shown on that form.

c. Other Reports

(1) Carload Receiving Warehouse Report, SMA-818

(a) General Information

Warehouses and depots which receive commodities directly from the Surplus Marketing Administration should forward a new set of SMA-818's in quadruplicate every time there is a change in the status of any of the items to be reported on the form. Warehouses and depots which have not acted as carload receiving points will not prepare SMA-818's unless requested to do so by the Acting Supervisor of Direct Distribution.

(b) Purpose of Report

To provide the Acting Supervisor of Direct Distribution and Surplus Marketing Administration with information as to unloading and storage facilities of warehouses acting as carload receiving points.

(c) Completion of SMA-818 Report

The report is to be compiled by properly answering all questions shown. Question 20 inquires whether the warehouse is a regular or occasional carload receiving point. On some reports received in the past both of these questions have been answered in the affirmative. In submitting future reports, please answer only one part of this question, since a warehouse must fall within only one of these two groups.

(2) Distribution System, DD612

Each warehouse and depot should prepare quarterly a DD612 in accordance with instructions contained on the form and transmit it in original only to the Acting Supervisor of Direct Distribution.

ACCOUNTING FOR AND REPORTING OF NONSURPLUS MARKETING ADMINISTRATION COMMODITIES

A separate section of DD525⁽¹⁾ shall be prepared listing all transactions in food and clothing neither donated by the Surplus Marketing Administration nor the Work Projects Administration clothing project. This section shall be prepared from documents and registers and ledgers maintained in the same manner as those prescribed in this bulletin for records concerning Surplus Marketing Administration commodities.

Instructions covering the accounting for and reporting of transactions involving W.P.A. clothing will be issued at a later date.

Your close compliance with the instructions contained in this bulletin will be appreciated.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira, Administrative Assistant

(1) All vegetables donated by agencies other than the Surplus Marketing Administration shall be combined and shown as "vegetables" on DD525. Similarly all such donated fresh fruits shall be combined and shown as "fresh fruit" on DD525. These entries shall be supported by DD(SRA)277, on which data for each type of vegetable and fresh fruit are shown.

INSTRUCTIONS TO BE FOLLOWED IN MAKING REPORT

NOTE 1.

IF DOOR-TO-DOOR DISTRIBUTION SYSTEM IS USED, USE COLUMNS HEADED 1, 4, 5, AND 6. FOR ALL OTHER TYPES OF DISTRIBUTION FILL IN ALL COLUMNS.

NOTE 2.

- COL. 1. NAME OF TOWN: IF DISTRIBUTION POINT IS NOT LOCATED IN A TOWN WRITE IN WORD "RURAL" AND NAME OF NEAREST TOWN.
- COL. 2. NAME OF DISTRIBUTION POINT: SHOW NAME OF SCHOOL HOUSE, FILLING STATION, ETC., WHERE COMMODITIES ARE DISTRIBUTED.
- COL. 3. ADDRESS: SHOW SUFFICIENT ADDRESS THAT STATE OFFICE MAY COMMUNICATE WITH DISTRIBUTION POINT BY MAIL.
- COL. 4. NUMBER OF CLIENTS SERVED: SHOW NUMBER OF CLIENTS SERVED, (NOT NUMBER OF CLIENTS ELIGIBLE) ON LAST MONTH'S DISTRIBUTION.
- COL. 5. USUAL DATE OF DELIVERY: SHOW DAY (2ND TUESDAY) OR DATE (10TH, 11TH, ETC.) AND TIME OF DAY THAT COMMODITIES ARE DISTRIBUTED. THIS DOES NOT APPLY TO EMERGENCY DELIVERIES MADE OF PERISHABLES BECAUSE IT IS ASSUMED THAT THEY ARE HANDLED AS SOON AS RECEIVED.
- COL. 6. TYPE OF DISTRIBUTION SYSTEM USED:
- (A) IF COMMODITIES ARE DISTRIBUTED FROM TRUCKS BY COMMODITY DIVISION REPRESENTATIVES AT CROSS ROADS, FILLING STATION, SCHOOL-HOUSE, OR MEETING PLACE OTHER THAN RETAIL STORE, SHOW INITIALS D.O. (DROP-OFF).
 - (B) IF COMMODITIES ARE DISTRIBUTED FROM COMMODITY WAREHOUSE TO CLIENTS LIVING IN SAME TOWN IN WHICH WAREHOUSE IS LOCATED SHOW INITIALS C.W.L. (COMMODITY WAREHOUSE - LOCAL).
 - (C) IF COMMODITIES ARE DISTRIBUTED FROM COMMODITY WAREHOUSE TO CLIENTS NOT LIVING IN SAME TOWN IN WHICH WAREHOUSE IS LOCATED SHOW INITIALS C.W.G. (COMMODITY WAREHOUSE - GENERAL).
THE ABOVE DOES NOT REFER TO INSTANCES IN WHICH CLIENTS FROM THE OUTLYING AREA ARE OCCASIONALLY SERVED FROM THE COMMODITY WAREHOUSE, BUT TO THOSE INSTANCES IN WHICH CLIENTS FROM ALL PARTS OF THE COUNTY OR AREA SERVED BY THE WAREHOUSE COME REGULARLY TO THE WAREHOUSE FOR THEIR ALLOTMENT OF COMMODITIES.
 - (D) IF COMMODITIES ARE DISTRIBUTED BY ANY SYSTEM NOT OUTLINED SHOW APPROPRIATE DESCRIPTIVE INITIALS AND ACCOMPANY WITH BRIEF EXPLANATION STATING PROCEDURE FOLLOWED.
- COL. 7. PERISHABLES: SHOW NUMBER OF CASES USUALLY SERVED FROM DISTRIBUTION POINT TO WHICH IT IS PRACTICAL TO SERVE PERISHABLE COMMODITIES.
CONSIDERATION SHOULD BE GIVEN TO WHETHER THERE ARE AVAILABLE COLD STORAGE FACILITIES WITHIN THE COUNTY, AND WHETHER IT IS PRACTICAL FOR THE DISTRIBUTION SYSTEM USED TO GET THE COMMODITIES FROM THE COLD STORAGE TO THE CLIENTS IN THE SHORT TIME NECESSARY BEFORE SPOILAGE OCCURS.
CONSIDERATION SHOULD ALSO BE GIVEN TO WHETHER CLIENTS CAN BE SERVED AT THE DISTRIBUTION POINT WITH PERISHABLES AFTER OR BEFORE THE REGULAR DAY OR DATE COMMODITIES ARE USUALLY DISTRIBUTED.
EXAMPLE: IF THE REGULAR DISTRIBUTION DATE IS ON THE FIRST TUESDAY OF EACH MONTH AND PERISHABLES ARRIVED ON THE SECOND WEDNESDAY, ARE FACILITIES FOR NOTIFYING CLIENTS TO BE AT HOME OR AT THE DISTRIBUTION POINT ADEQUATE AND ARE THERE AVAILABLE ADEQUATE FACILITIES FOR TRANSPORTING THE PERISHABLES TO THE DISTRIBUTION POINT?

DISTRIBUTION SYSTEM

WAREHOUSE

DATE _____

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
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THIS REPORT TO BE SUBMITTED QUARTERLY ON JANUARY 1, APRIL 1, JULY 1, AND OCTOBER 1.

STATE DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 5, 1942

ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 8
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 8)

Precaution must be taken to the end that salvage is not sold to persons prohibited from doing business in the United States of America because of the "Trading with the Enemy Act."

All managers will therefore notify bidders that the successful bidder will be required to execute an affidavit to the effect that:

1. He is not a national of an enemy, or ally of enemy country, or
2. If he is a national of an enemy, or ally of enemy country, he is properly licensed to trade in the United States of America.

No affidavit will be submitted with the bid. When the bids are submitted to the Supervisor of Commodity Distribution, he will request that the individual to whom the award will be made execute the affidavit in duplicate. This request will be made through the warehouse manager securing the bid. After the affidavits have been executed, they will be delivered to the warehouse manager, who will retain one copy and forward the other at once to the Supervisor of Commodity Distribution. After review of the affidavit, the Supervisor of Commodity Distribution will authorize delivery, provided all other requirements of DIRECT DISTRIBUTION BULLETIN NO. 8 are met. No delivery of salvage shall be made until such authorization is received from the Supervisor of Commodity Distribution.

Further instructions in respect to the preparation of the affidavit will be sent to warehouse managers with the forms. All correspondence relative to the preparation of affidavits will be directed by warehouse managers directly to the Supervisor of Commodity Distribution.

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 17, 1941

DIRECT DISTRIBUTION BULLETIN NO. 8

Subject: Salvage

This bulletin is issued to inform managers of procedures to be followed in the accumulation and disposal of salvage. All previous bulletins, memoranda, or other instructions concerning the subject of salvage are hereby cancelled.

1. Definition of Salvage

Salvage consists of all containers such as boxes, barrels, cartons, drums, baskets, cotton and burlap sacks, etc., which have a value for resale.

2. Accumulation of Salvage

All empty containers of the nature of salvage shall be properly handled and stored until a sufficient quantity have been accumulated to make it worth while for a bidder to offer a fair price for them. All funds received as a result of sale of salvage revert to this Department for administrative purposes. Accordingly, efforts should be made to have schools save empty containers in which surplus foods were delivered and to gather these "empties" on subsequent deliveries. To bring this to the attention of schools served, each DD (SRA) 412R covering the delivery of commodities in containers with a salvage value must be marked: "Containers must be returned".

3. Bids for Sale of Salvage

Whenever an area or district warehouse has available or will have available in thirty days a sufficient amount of a salvaged item as to obtain a fair price from bidders, its manager shall contact persons interested in bidding on the same. Bids are to be prepared in triplicate on Uniform Bid Sheet, DD 604, by persons interested in purchasing the salvage. At least three bids normally must be received before they are to be submitted by warehouse managers to the Acting Supervisor of Direct Distribution. If less than this number are obtainable they should be accompanied by a letter explaining why three offers were not obtained. No bid should be forwarded if it covers more of any type of salvaged container than the sum of those already available plus those which will probably become available for sale during the next thirty days.

4. Approval of Bids

If at least one of the bids is acceptable, the Acting Supervisor of Direct Distribution will notify the successful bidder (the highest bidder except for extenuating circumstances) and send a copy of such communication to the area or district warehouse concerned.

5. Rejection of Bids

If no bid offers a fair price for salvaged containers, the Acting Supervisor of Direct Distribution will request the Base Warehouse Manager to arrange for their sale at a better price by having purchasers in other localities bid on the same either F.O.B. the Division of Commodity Distribution warehouse where the salvage is located, or delivered to their establishments.

6. Payments for Salvage

A manager should not permit the removal of any salvage until he receives a cashier's or certified check payable to the State Department of Social Welfare, Division of Commodity Distribution in an amount to cover the bid price of salvage to be removed from the warehouse. Such checks should be transmitted immediately to the Acting Supervisor of Direct Distribution.

7. Reporting of Salvage

- a. Prior to the 10th of each month a warehouse will forward to the Acting Supervisor of Direct Distribution a report indicating empty salvaged containers available for sale as of the end of the previous month. Such report shall be made on DD 605.
- b. Transactions involving salvage shall also be reported on Monthly Report of Distribution, DD 525.

Your close compliance with these instructions will be appreciated.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 4, 1941

DIRECT DISTRIBUTION BULLETIN NO. 7

Subject: Warehousing

This bulletin is prepared to inform managers of warehousing methods and should be strictly complied with in order to (1) prevent losses through spoilage and (2) insure the distribution of foods to recipients in the same condition that they were in when received by the warehouse. All previous bulletins, memoranda, or other instructions concerning the subject of warehousing are hereby cancelled.

Managers should be just as diligent in warehousing commodities which they know will be stored for a short period as they would be in storing commodities to be kept in the warehouse a longer period of time. This is necessary because even though a commodity is distributed to a recipient soon after its receipt from the Surplus Marketing Administration, it might be kept for a month or more by the recipient before he uses it.

1. General Instructions

a. Maintaining warehouse in good condition

The typical warehouse lease agreement provides in Paragraph 8 that "the Lessor shall . . . maintain the demised premises in good repair and tenantable condition during the continuance of this lease, except in case of damage arising from an act of negligence of the State's agents or employees." Managers of warehouses rented under a lease containing such a provision⁽¹⁾ shall notify the lessor to make repairs whenever such are necessary and the damage did not result from the negligence of the State.

If repairs are needed to keep the warehouse wind and water tight and the lease does not make the same the lessor's obligation, the manager shall requisition necessary materials (if the same must be purchased) from the Acting Supervisor of Direct Distribution.

b. Floor-load chart

Every manager shall have a floor plan of his warehouse marked with the loads per square foot that the various sections of the floor can safely bear. Normally such information can be obtained without fee from the city building inspector or the owner of the warehouse. If it cannot be obtained from the owner and the city in which the warehouse is located has no building inspector, the manager should write to his immediate superior for action to be taken.

(1) Managers who do not have a copy of the lease under which their premises are rented should write the Acting Supervisor of Direct Distribution to obtain a copy.

At least one copy of the plan showing the floor load limits of the warehouse must be posted conspicuously therein for the ready reference of persons stacking commodities. Also, signs indicating the safe floor-load limits in terms of pounds per square foot should be posted prominently throughout the warehouse.

The floor chart shall also indicate the sections of the warehouse used for (1) general storage of foods, (2) storage of clothing, (3) storage of commodities "earmarked" for the school lunch program, (4) distribution, (5) packaging, (6) storage of tires, gasoline, oil, trucks, etc., and (7) restrooms, and the plan shall indicate the square footage of each of these sections.

One copy of the present floor plan showing sections, floor loads, and square footages shall be forwarded to the Acting Supervisor of Direct Distribution immediately by warehouse and depot managers. The Acting Supervisor of Direct Distribution shall be informed whenever any substantial revision of the plans so submitted is necessary.

c. Ventilation

Enough doors and windows should be open during operating hours to insure proper cross-ventilation. Windows should be left open at night only if they are securely barred or a night watchman is on duty.

d. Temperature

All warehouses, except very small ones and depots, shall place two thermometers in separate locations, free from draft, near stacks of commodities in the center of the warehouse; shall read the same each working day at 8 a.m., 12 noon, and 4 p.m.; and shall record the readings on a Temperature Chart, DD 610, posted near the thermometer. Completed monthly DD 610's should be filed in the accounting files and should be inspected periodically by the Area Manager since they should be valuable to him in determining how long such items as grain products should be kept and when to move lard and similar commodities into cold storage.

Small warehouses and depots shall take readings from one thermometer similarly placed and shall record and file the resultant temperature charts.

e. Cleanliness

The warehouse manager shall see that a high degree of cleanliness is maintained constantly throughout the warehouse, including the rest rooms. Floors shall be swept with damp sawdust, and walls and ceilings must be brushed. Windows should be kept reasonably clean. Chloride of lime or a similar substance should be used in cleaning any spots on the floor resulting from spilling a commodity. Trucks should not be stored in a warehouse unless the place where they are stored is completely walled off from the rest of the warehouse. Oil, gasoline, tires, or other automotive supplies should be stored therein only if the space for its

storage properly has been partitioned from the rest of the warehouse. "PLEASE DON'T EXPECTORATE ON THE FLOOR" signs should be posted conspicuously.

f. Safety

- (1) A city fire marshall, or competent building inspector, shall be contacted at least once a year to inspect wiring and fuse boxes. No fee will be charged for this service. A copy of his inspection reports must be filed in the warehouse's accounting files.
- (2) Fire extinguishers properly charged shall be placed in accessible locations throughout the warehouse in accordance with local regulations. Extinguishers must be tagged with the last day charged.
- (3) Properly stocked first-aid kits shall be maintained at all times. Kits and supplies can be obtained from the Work Projects Administration without cost.
- (4) "NO SMOKING" signs must be posted conspicuously in the warehouse. Smoking should be allowed only in a small section of the warehouse designated by the warehouse foreman. The place so designated should be as far removed from the stacks of commodities as possible and should be located in such a spot as not to cause a fire hazard.
- (5) Proper platforms and "risers" must be used in unloading cars
- (6) Work Projects Administration safety regulations must be followed.

g. Rodent control

Holes in the warehouse should be plugged to prevent, as much as possible, the ingress of rodents. Each warehouse shall have and use a supply of traps and shall keep cats for the purpose of rodent extermination. Cat food may be purchased from administrative funds, and should be requisitioned as needed.

2. Stacking

a. Dunnage racks

Stacking shall be on dunnage racks, of a type providing at least 6" clearance between the bottom of the rack and the floor. All dunnage racks which are lower must be rebuilt so as to provide for such clearance. This clearance is necessary to facilitate cleanliness, permit rodent control, and make possible adequate ventilation.

All dunnage racks built in the future shall be 4' x 6' using two 2" x 3"'s for joists and 1" x 4" stock as slats. The bottom of such slats shall be exactly six inches above the floor level.

b. Location of racks

- (1) Insofar as possible, like commodities (i.e., all canned goods, all cereals, all fresh fruits, all dried fruits, etc.) shall be stored next to each other in groups.
- (2) Dried fruits and cereals shall never be stacked within four feet of each other and should be placed considerably farther apart wherever warehouse space permits.
- (3) No commodities should be stacked near an exterior or interior wall or near a heating plant, and proper aisle space should be provided for whenever possible to facilitate proper ventilation.
- (4) The stacking of perishables especially should be carefully planned.

c. Method of stacking

For proper methods of stacking various types of commodities, see attached charts on pages 9 through 17 of this bulletin. Warehouse managers will note that sacked commodities should be stacked with the ears and the sewed seams on the exterior of the stack. All articles shall be stacked in such a manner that the labels on the containers read uniformly.

d. Method of computing the number of containers that may be stacked in a given space

To determine the number of tiers high a commodity can be stacked, lay out the first tier in accordance with the approved method as shown by the attached drawings. Then measure the square foot area of the stack plus the aisle and ventilating space. The figure multiplied by the approved floor load per square foot (see Paragraph 1b of this bulletin) provides a figure which represents the total number of pounds that can be safely loaded in the area. If the amount which can be safely loaded in the area is divided by the average gross weight per container, the resulting figure represents the maximum number of containers that can be piled in the area.

Formula:
$$\frac{\text{Square feet in area} \times \text{safe load per square foot}}{\text{gross weight per container}}$$

= number of containers that can be piled in area. For example: Given (1) a safe floor load of 90 pounds per square foot; (2) 100 pound sacks are to be stacked; and (3) a stack including aisle space covers 16 square feet. ANSWER: 14 is the number of containers that safely can be piled in the area. The answer is computed thus:

$$\frac{16 \times 90}{100} = \frac{1440}{100} = 14+$$

The above instructions explain how to compute the maximum number of units the floor safely will hold. In no case, however, shall a warehouse stack commodities at a height exceeding practical

limi i.e., at a height too high for safe lifting or at a height which might cause the stack to tip or to crush the bottom containers, even though the floor might safely hold such loads.

e. Lots

Commodities received in different carloads and, therefore, given different lot numbers should be stacked separately in properly tagged piles. For method of assigning lot numbers see DIRECT DISTRIBUTION BULLETIN NO. 9, entitled Accounting and Reporting. It is very important that commodities maintain their lot identity from the time they are received until the time they are finally distributed to participants.

Care in Stacking

- f. Personnel should be extremely careful to handle perishable commodities being stacked in a manner which will not cause them to be bruised. Care also should be taken in the stacking of non-perishables in order to prevent the breaking of containers. Workers should not be allowed to walk over stacks of commodities without properly protecting the commodities trod upon to keep them clean and undamaged.

3. Inspection

All commodities except perishables shall be inspected by warehouse personnel for infestation at least once each week. Special attention should be given to inspecting the ears and sewed seams of sacks for moth eggs, cocoons, or other signs of infestation and to opening a random sample of boxes of dried fruit to determine their condition. If infestation is discovered, the infested materials shall be segregated and the Area Manager shall be contacted for proper action to be taken.

Perishables shall be inspected frequently, including one inspection just prior to their distribution. At the time of such inspections all evident bruised or decayed commodities shall be removed and charged as spoilage on Spoilage and Damage Voucher DD(SRA)449.

All commodities which are subject to infestation and which have been in the Division's warehouses over 60 days, as evidenced by the date included in the lot number, shall be inspected once each month by a representative of the State Department of Public Health if such an agent is available in the locality where the warehouse is situated. This agent will inspect the commodities to determine their fitness for human consumption, and will furnish warehouse managers with a statement on commodities fit for human consumption that such commodities are fit for such consumption. This certificate should be maintained in the warehouse's accounting files. If infestation is found the warehouse manager shall contact the Area Manager for action to be taken.

4. "Turnover"

The date any commodities are turned over shall be indicated on the lot number stock control cards in the warehouse.

- a. Cereals : .l be restacked every sixty day At this time they shall be carefully examined for infestation, and the sacks which were at the top of the original piles shall be placed at the bottom of the new piles.
- b. Dried fruit similarly shall be turned over every sixty days.
- c. Evaporated milk cases similarly shall be turned over every sixty days in order to prevent separation of the contents in the cans.

5. Spraying

- a. Warehouse managers shall always maintain at least thirty days' supply of spray, which can be obtained by forwarding a requisition to the Base Warehouse stockroom. Care should be exercised that a proper inventory of spray exists since no types may be used except those received on requisition. This policy is necessary because many sprays on the market are ineffective or contaminate the commodities sprayed.

Commodities subject to infestation shall be sprayed at least once each week and should be sprayed more frequently if the weather or the condition of the commodity makes additional spraying desirable.

A stack of commodities shall be sprayed by placing a tarpaulin over it and setting the spray gun so it will spray into the various ventilation spaces in the stack without danger of soaking any of the commodity sprayed. The top of the tarpaulin must be elevated and supported above the top of the stack being sprayed in such a manner as to permit the spray to be effective on the top containers in the stack. The tarpaulin shall be removed one hour after the spraying of the stack has been completed.

Inspection and Spray Reports, DD 611, shall be prepared in original only once each week and filed in the warehouse's accounting files for inspection by the Area Manager.

6. Cold Storage

Whenever, in the opinion of the Area Manager, the temperature of any warehouse in his area is such as to make dangerous the storage therein of any commodity commonly placed in cold storage, he shall place the same in cold storage if there exists an approved service agreement for such storage. If not, he shall telephone the Acting Supervisor of Direct Distribution for action. Area managers shall anticipate cold storage needs as salmon copies of SMA-810 are received and shall request service agreements to fill such needs so that when the commodity is received, storage space will be available.

7. Packaging and Labeling

- a. Warehouses and depots shall maintain a 30 days' supply of all bags commonly used by them for packaging commodities.⁽²⁾ It is important that this inventory be kept up at all times in order that it not be necessary to substitute improperly sized bags.

(2) When commodities are sent from one warehouse to another in packaged form, the warehouse doing the shipping shall forward a number of empty bags equal to one percent of the filled bags forwarded if the commodity is packaged in a type of bag not likely to be in stock in the receiving warehouse. This tolerance is to permit the repackaging of broken bags by the receiving warehouse.

- b. It is desirable that packaging operations transpire in a segregated part of the warehouse where the best light is available.
- c. Warehouses and depots shall only package enough of a commodity to supply their needs for the ensuing period of distribution because commodities deteriorate rapidly after they have been packaged.
- d. Warehouses and depots shall package the oldest lots first in order to insure, insofar as possible, a distribution of lots to participants in the same order that they are received from the Surplus Marketing Administration.
- e. The packaging room shall be kept extremely clean at all times. Bins and tables used in packaging must be cleaned thoroughly immediately after each usage. Persons engaged in packaging foods must wash their hands each time before handling foods and shall be required to be otherwise personally clean and meet all standard health requirements. As already mentioned, no smoking shall be allowed in the packaging room. All persons engaged in packaging shall wear smocks. Women shall wear headbands. Men shall also wear a head covering but a hat folded from a paper bag may be used for this purpose. Smocks and headbands may be obtained by requisitioning the same from the Base Warehouse.
- f. All bags used to package the same amount of a given commodity must be of the same size and type. The smallest sized bag which is practical shall be used. Don't use bags which do not provide a sufficient amount of the bag to be folded under to permit a secure package.
- g. Bags shall be sealed by uniform use of one or more gummed strips reading:

NOT TO BE SOLD

" A SURPLUS COMMODITY

From The

Surplus Marketing Administration

U. S. Department of Agriculture

For distribution by State Welfare Agencies only to persons and school lunch programs certified as eligible to receive surplus commodities. Unauthorized Sale or Diversion is Punishable Under The Laws of the State of California."

NOT TO BE SOLD

At least one strip placed on each bag should not be torn through the printed legend.

- h. As soon as they are made available to warehouses and depots, gummed labels bearing the net weight of each package and the name of the commodity contained therein shall be affixed securely to the middle of the front of each package.
- i. The lot number shown on the stack from which a commodity is taken for packaging shall be recorded on the boxes in which the packages are stored pending final distribution. Lot numbers shall not be recorded on the individual packages.

- j. Boxes containing packaged goods shall be stored on dunnage racks to permit as much ventilation as possible and shall remain on such racks until final distribution.
- k. Packaged goods shall be sprayed in accordance with general instructions contained in Paragraph 5.

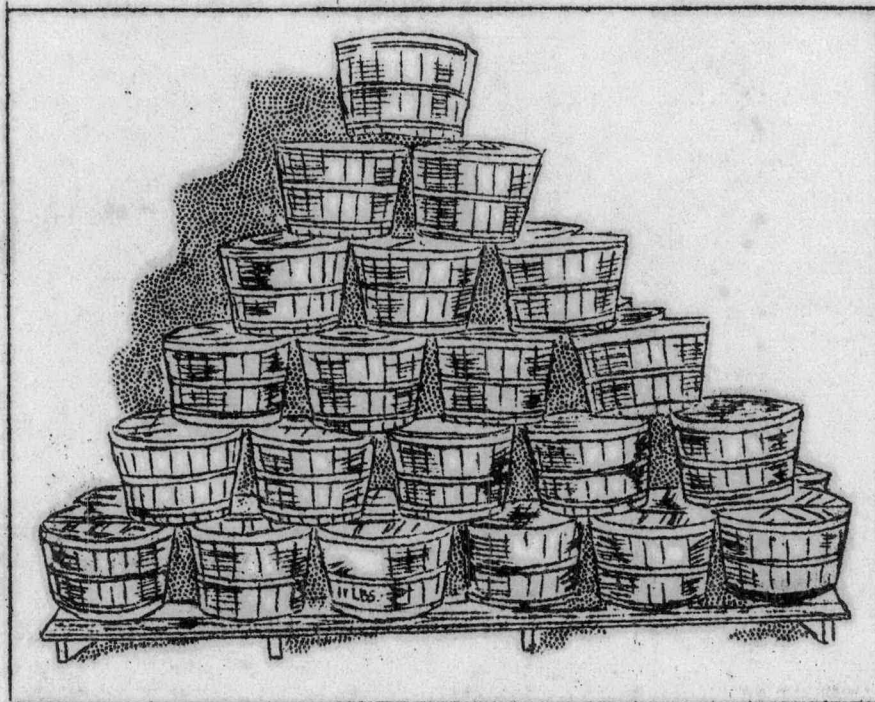
As warehouse managers and warehouse men you are responsible for storing and handling commodities which will be eaten by human beings. The cleanliness and general appearance of your warehouse should always reflect a complete and serious consciousness of this responsibility.

Very sincerely yours

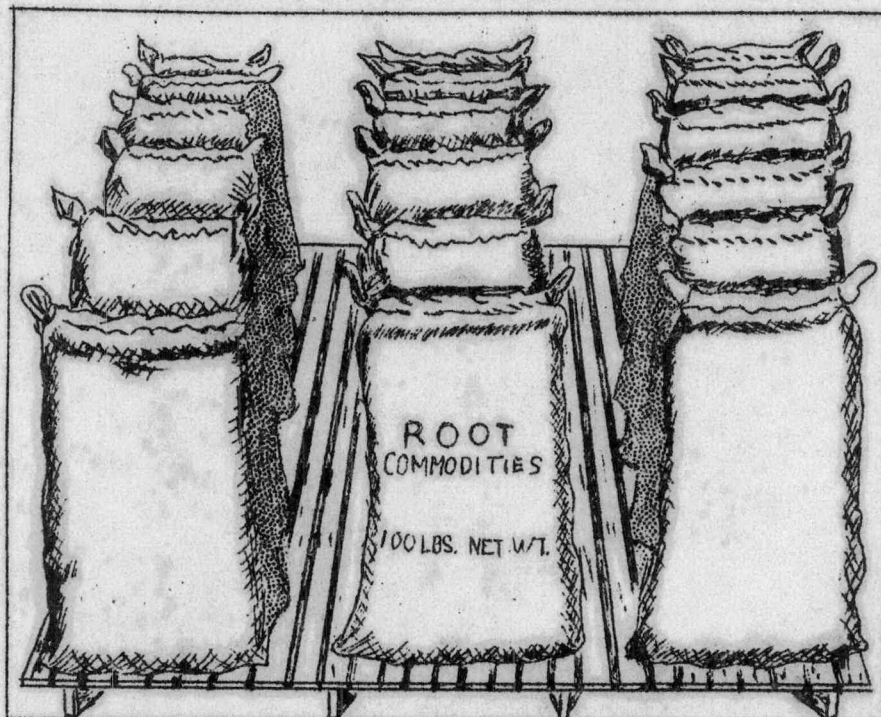
MARTHA A. CHICKERING, Director

By *E. E. Silveira*

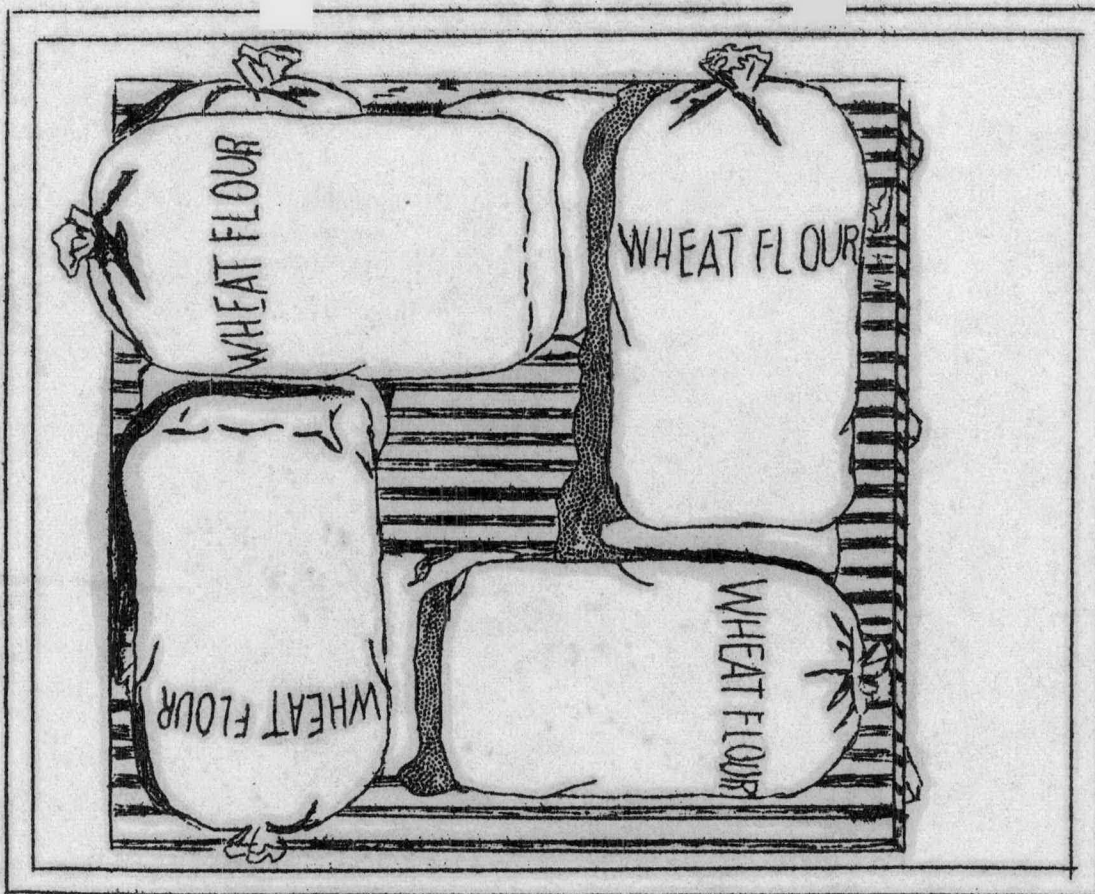
E. E. Silveira, Acting Chief
Division of Commodity Distribution



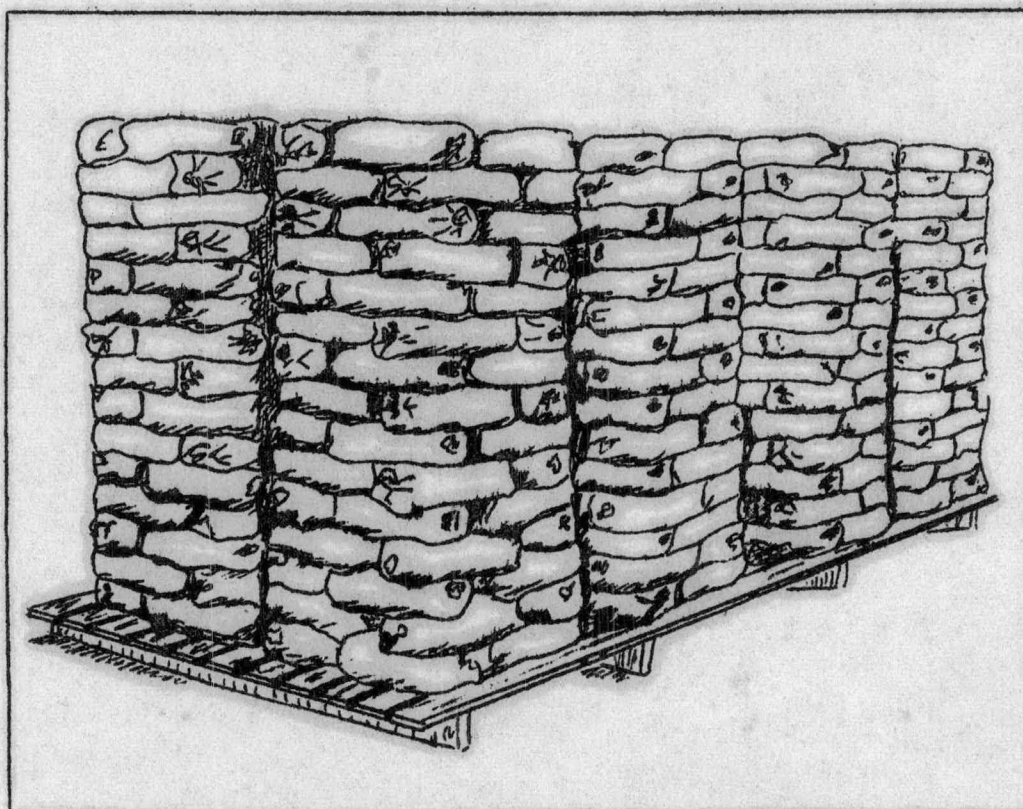
CORRECT METHOD OF PILING BUSHEL BASKET CONTAINERS



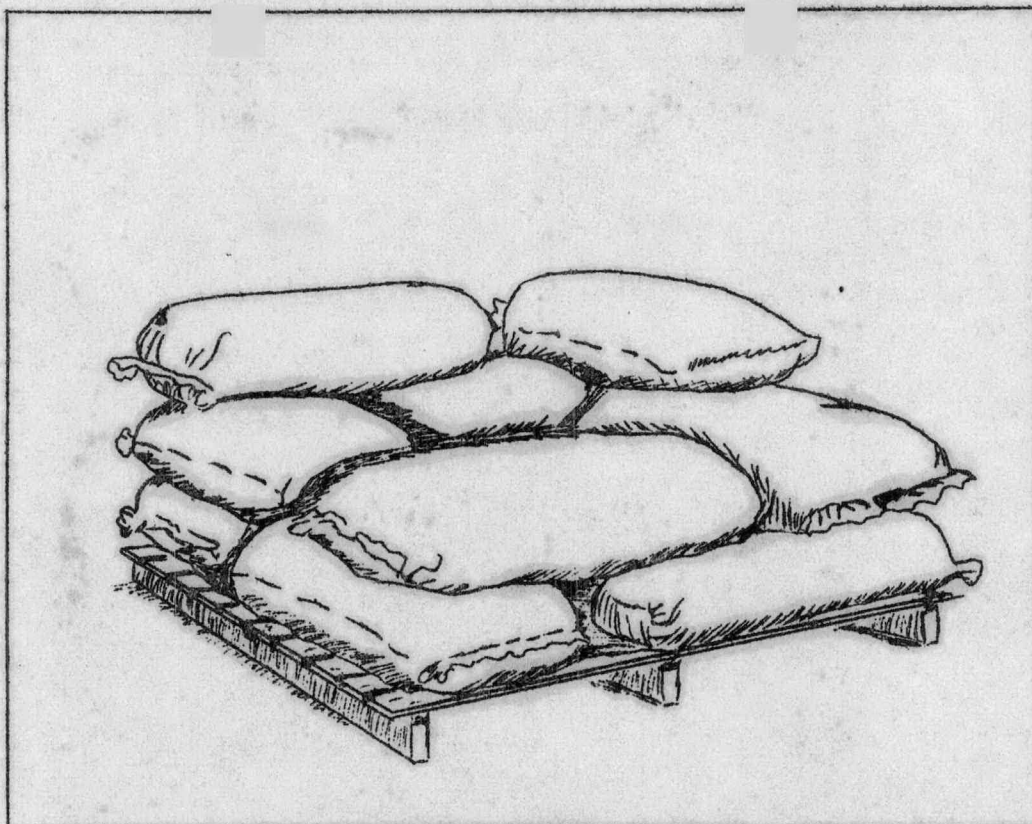
CORRECT METHOD OF STORING SACKS
OF "ROOT" COMMODITIES.



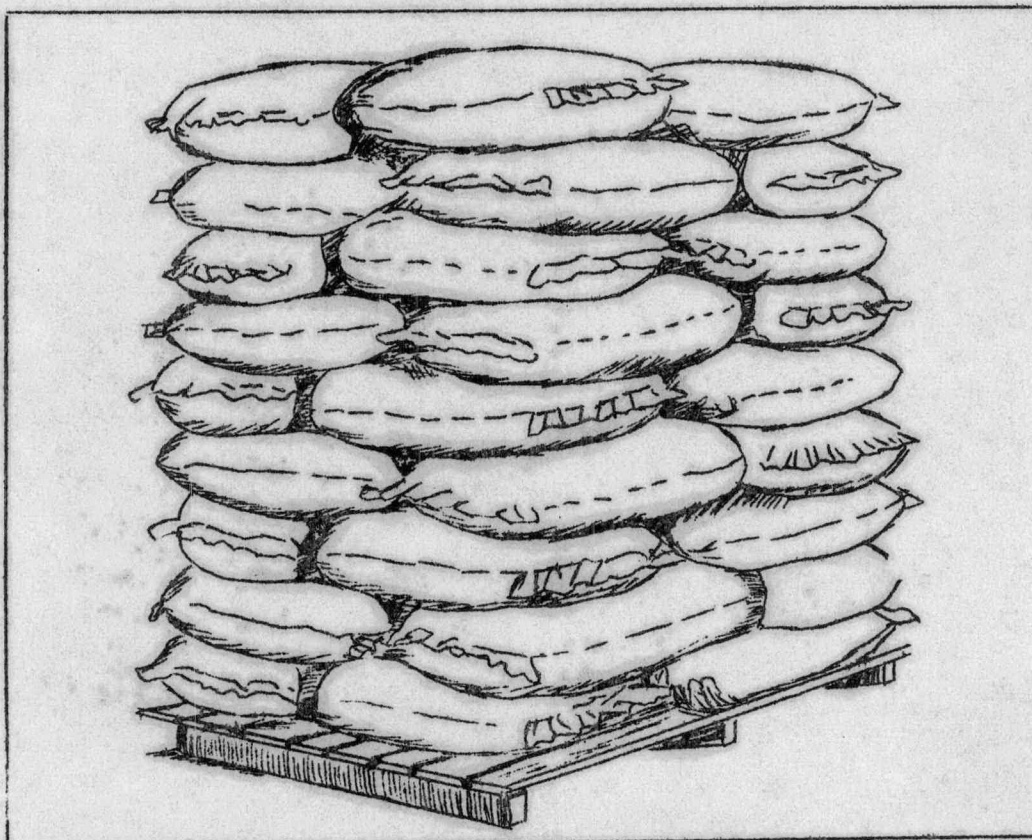
TOP VIEW DETAIL OF CORRECT CHIMNEY STYLE PILING
OF 12 $\frac{1}{4}$ # AND/OR 25# SACKS. Note "Tie-In" of Sacks.



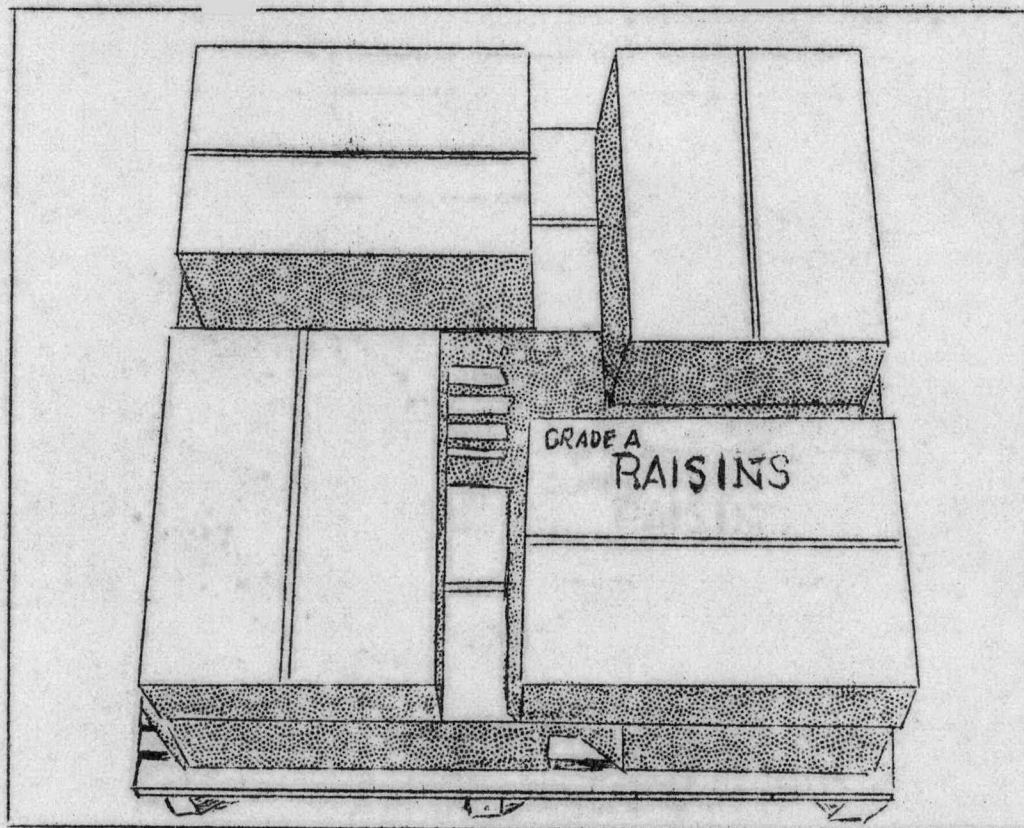
SIDE VIEW OF COMPLETED STACK OF 12 $\frac{1}{4}$ # AND/OR 25# SACKS.



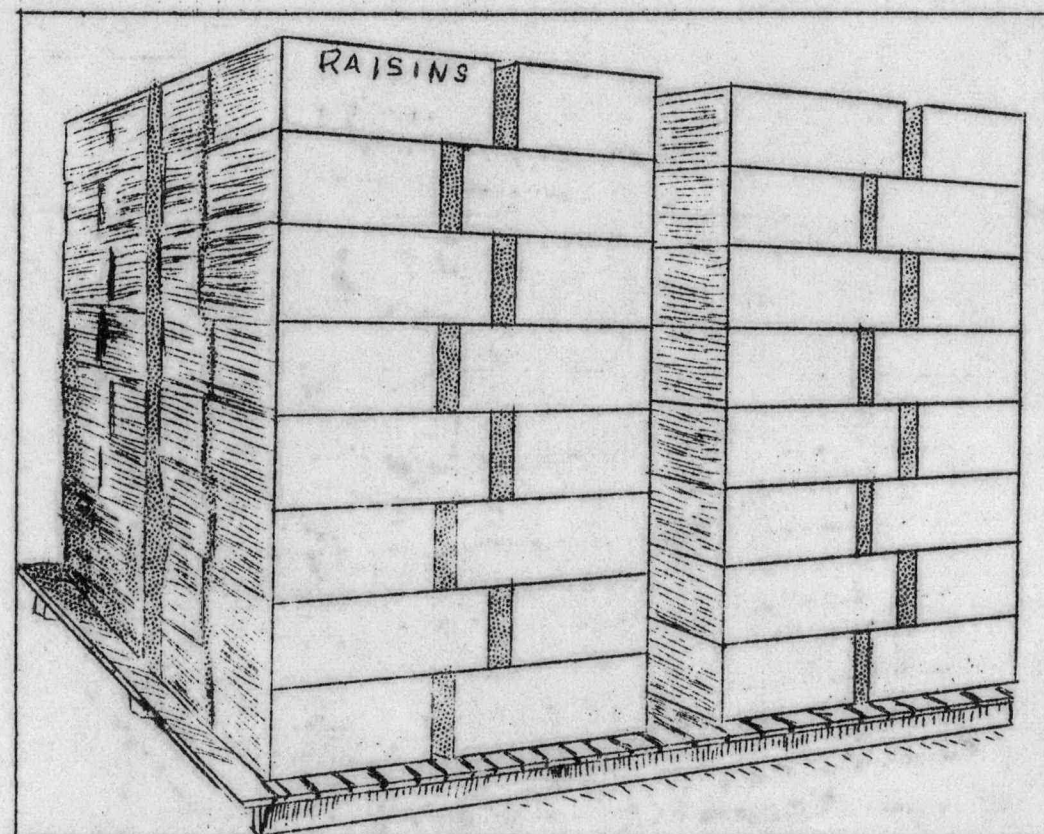
DETAIL OF CORRECT PILING OF 100# SACKS.
Note "Tie-In" of Sacks.



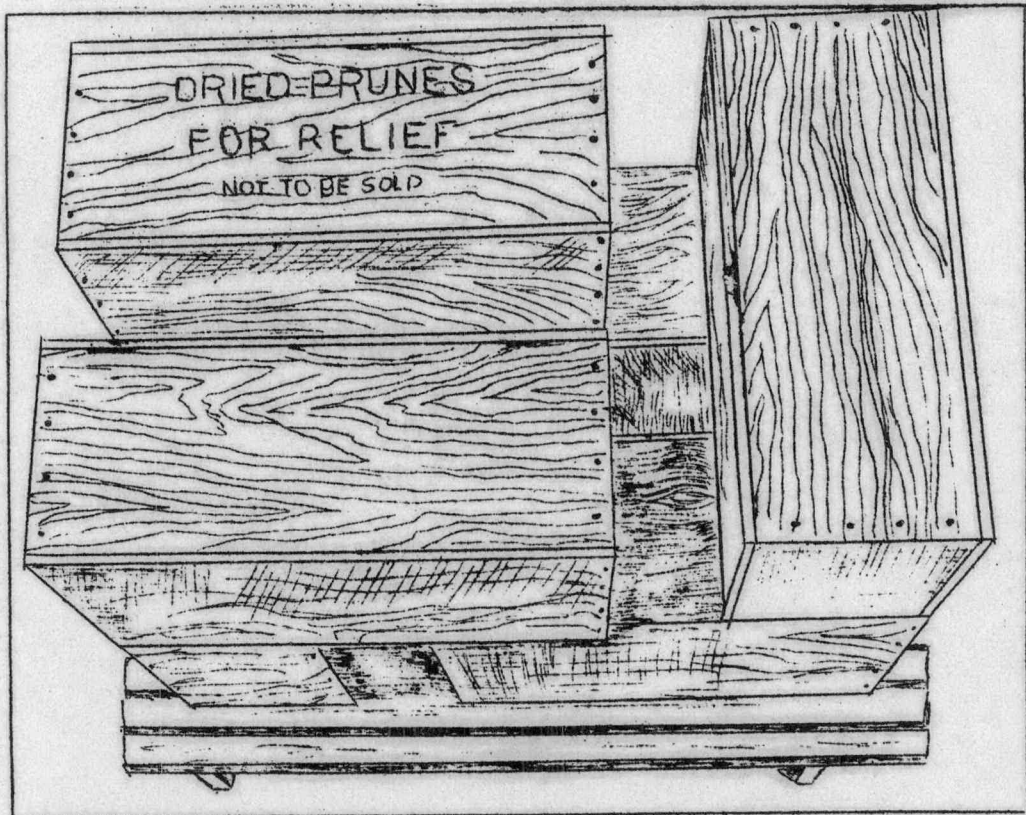
COMPLETED STACK OF 100# SACKS.



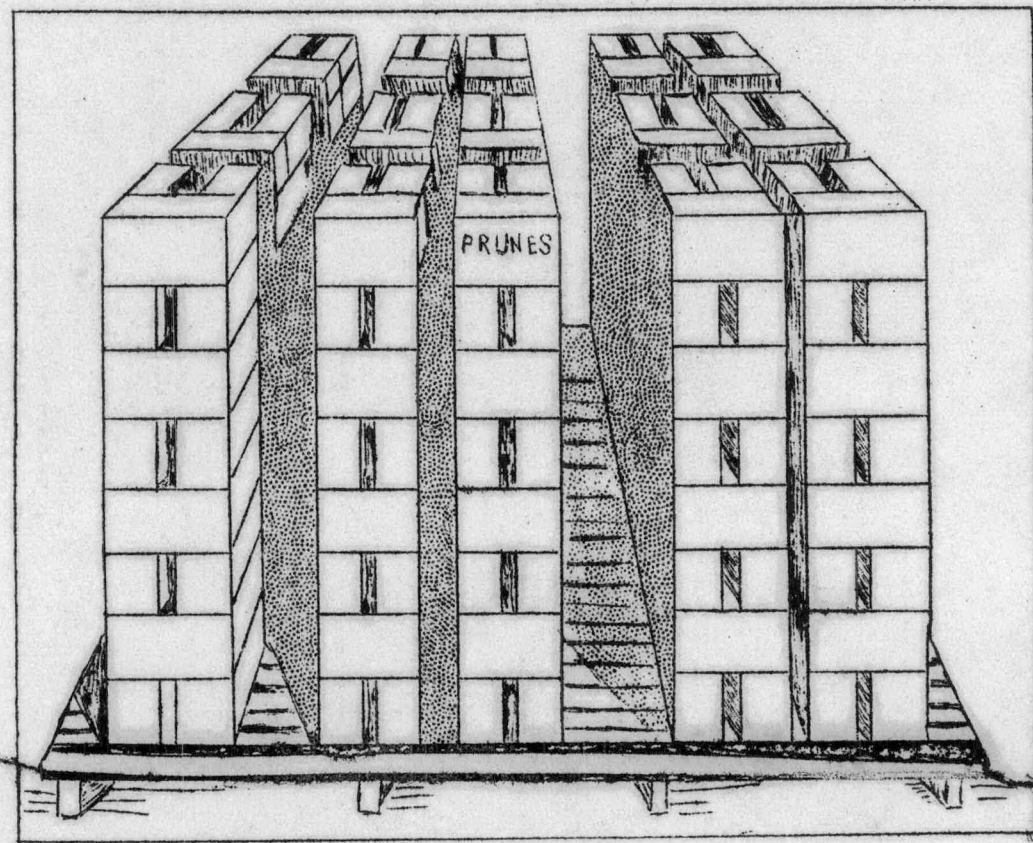
TOP VIEW DETAIL OF CORRECT CHIMNEY STYLE PILING OF BOXED RAISINS.
 Note "Tie-In" of Boxes



SIDE VIEW OF COMPLETED STACK.

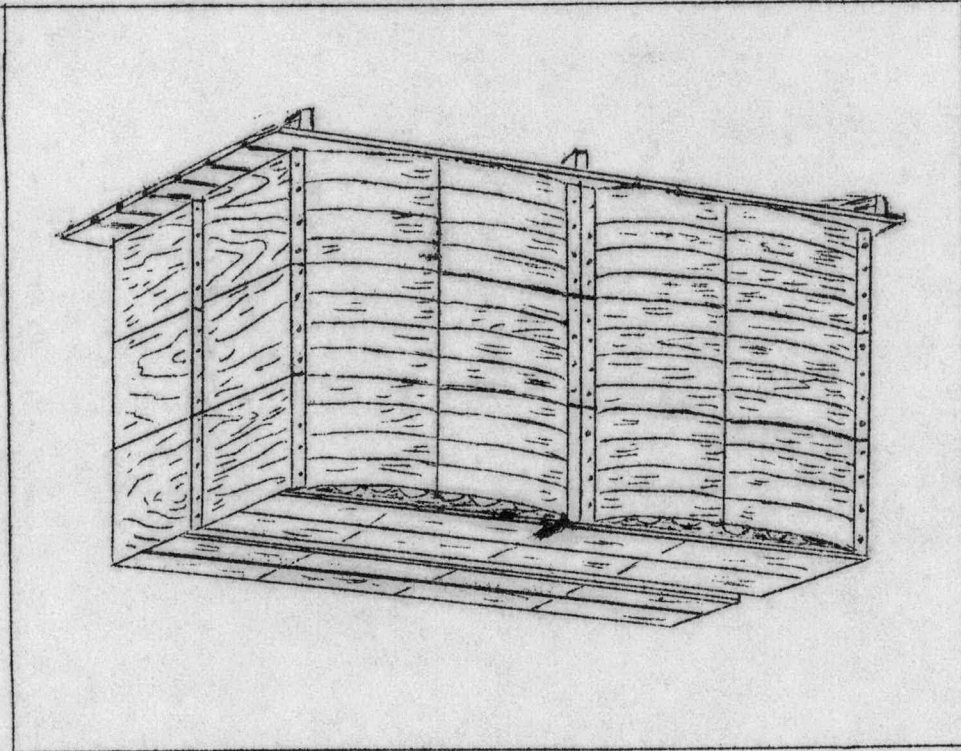


TOP VIEW DETAIL OF CORRECT PILING OF BOXED PRUNES.
Note "Tie-In" of Boxes.

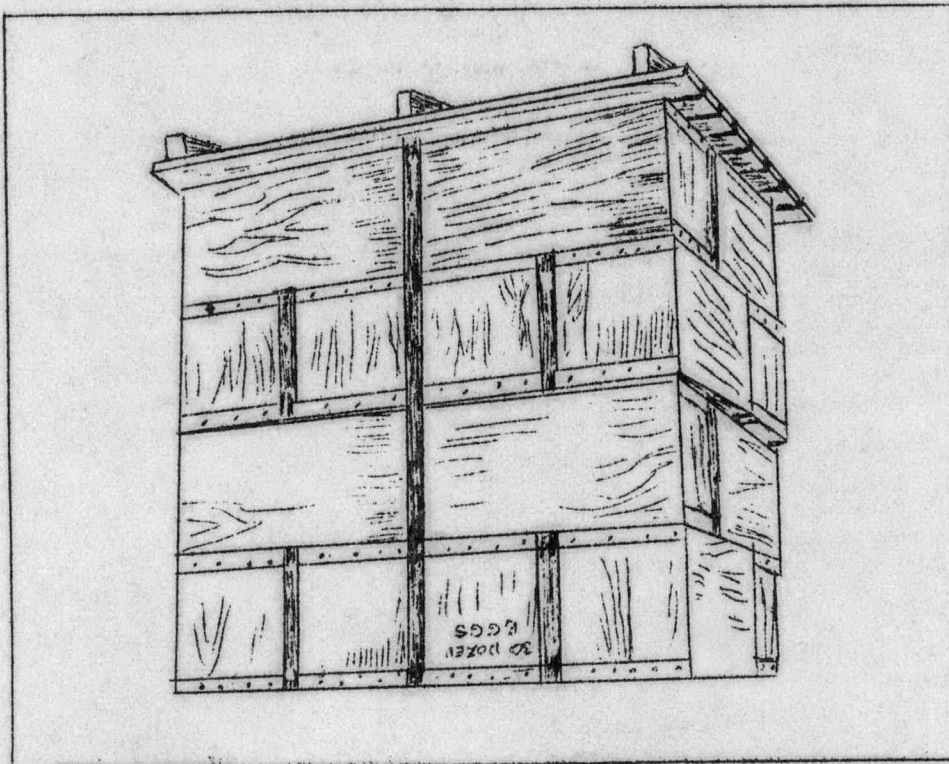


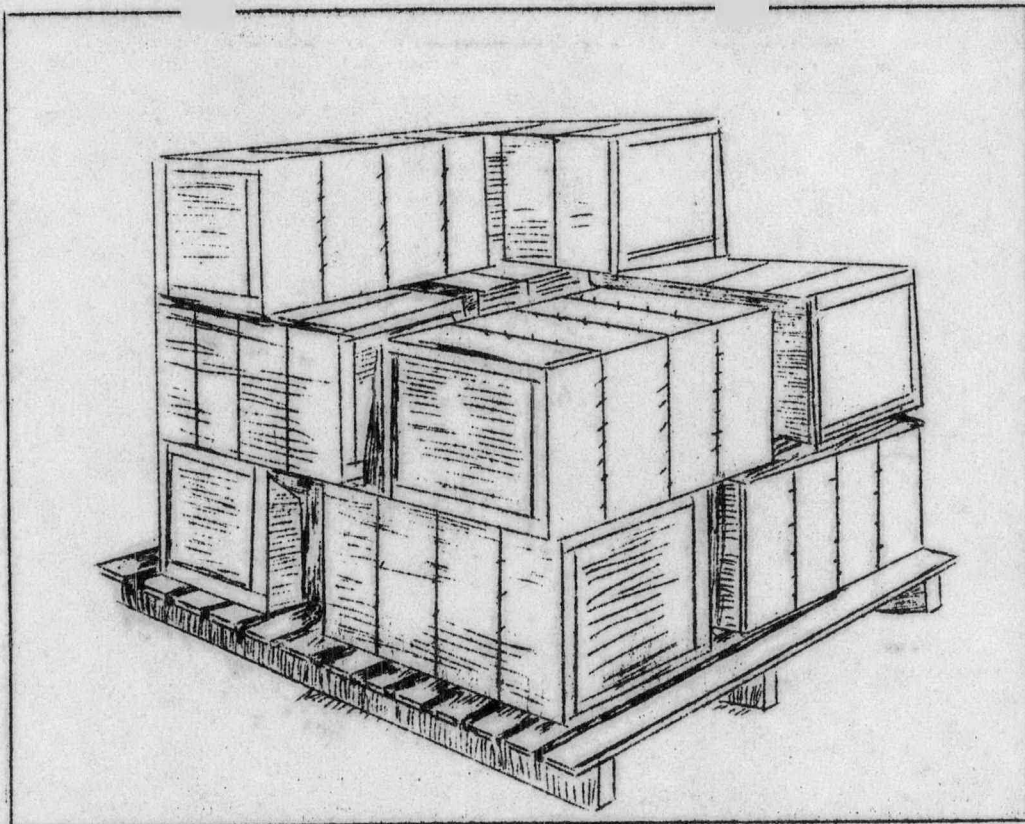
SIDE VIEW OF COMPLETED STACK OF BOXED PRUNES.

CORRECT METHOD OF PILING CRATED COMMODITIES.
(Don't pile over 4 crates high.)

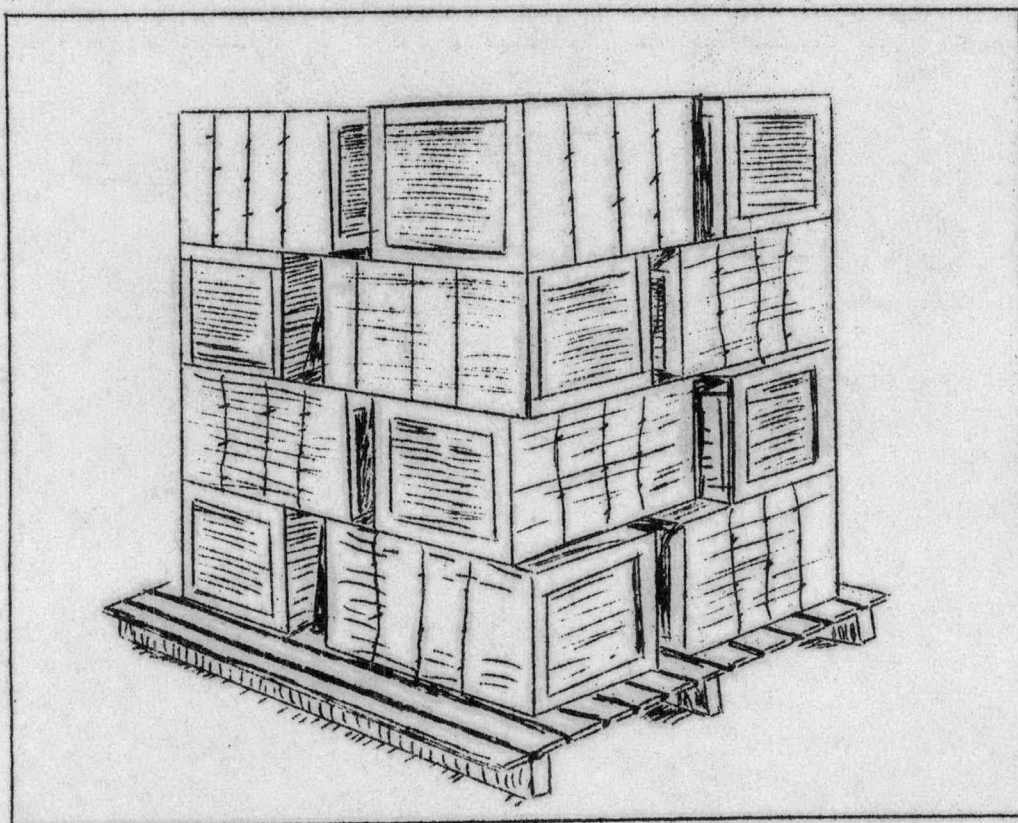


CORRECT METHOD OF PILING EGG CASES.

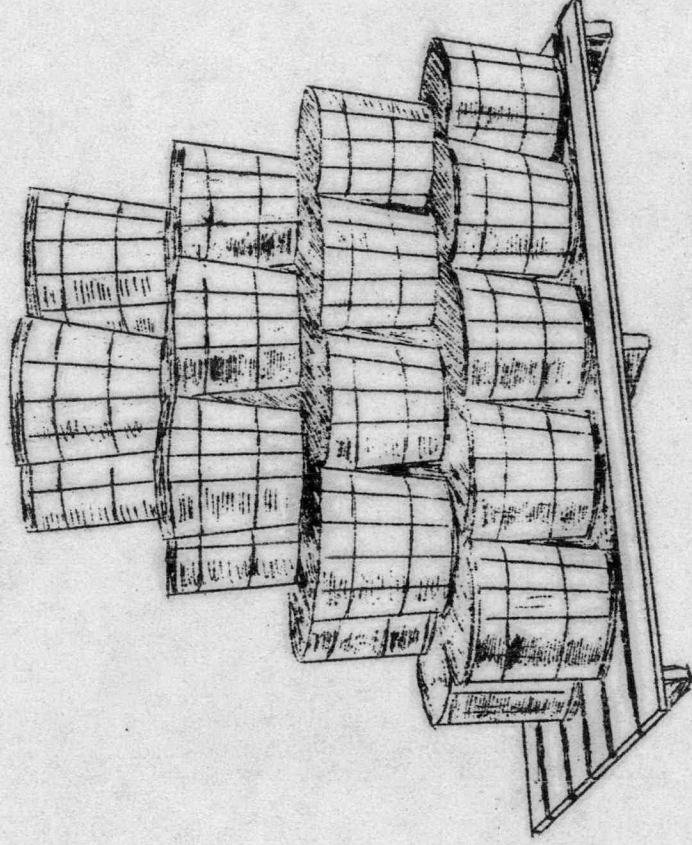




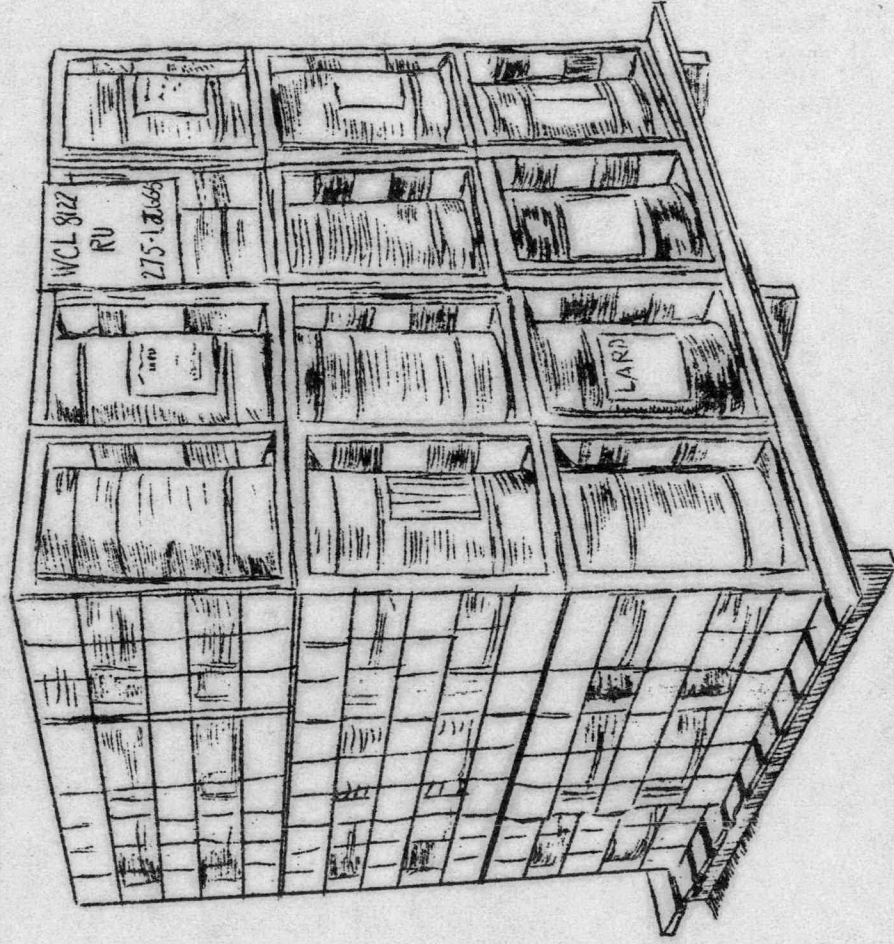
DETAIL OF CORRECT CHIMNEY STYLE OF PILING BOXED MEATS.



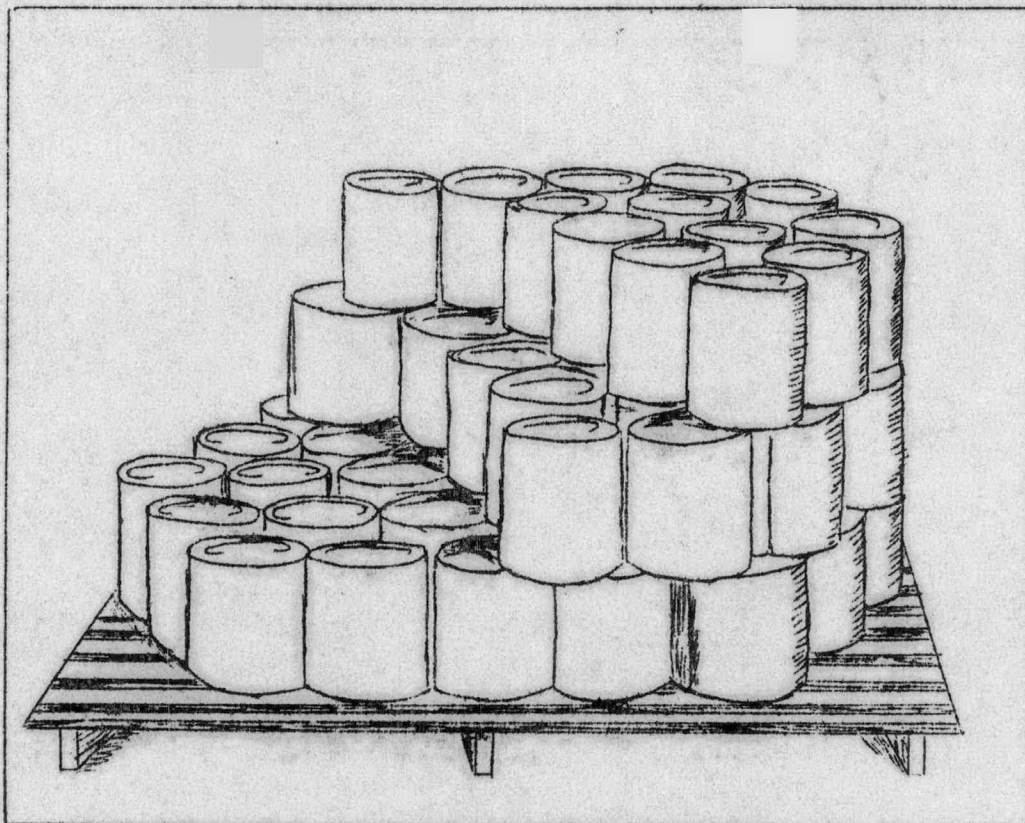
COMPLETED STACK BOXED MEATS.



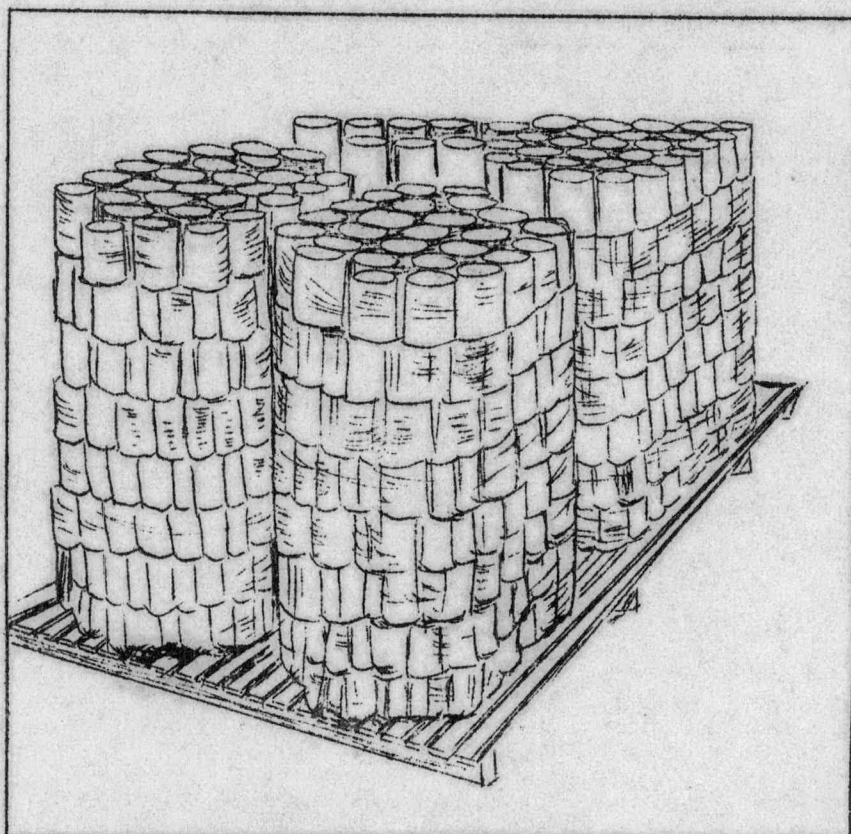
CORRECT METHOD OF PILING WOODEN TUBS OF BUTTER.



CORRECT METHOD OF PILING CRATED CANS OF LARD.



DETAIL OF CORRECT PILING FOR #10 CANS.
Note "Tie-In" of Cans



COMPLETED STACK OF #10 CANS.

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 12, 1941

DIRECT DISTRIBUTION BULLETIN NO. 6 (Amendment No. 1)

Form DD 602, Monthly Surplus Foods Requirements, mentioned in Paragraph 4a of this bulletin has been revised. Column (8) has been changed from "Size of Family" to "Number of Cases." Column (9), entitled "Number of Cases," has been changed to "Number of Persons" on the revised form.

It is no longer necessary to report cases by size of family on the Monthly Surplus Foods Requirements Form or on any other report, and no warehouse or depot will continue to compile data on its caseload segregated by size of family. Warehouses and depots should make necessary amendments to the headings of columns (8) and (9) of DD 602's now in stock and should not request a supply of DD 602-R's until their present supply of DD 602's is depleted.

In analyzing area and district needs, managers should estimate distribution on the basis of what would be distributed in accordance with DIRECT DISTRIBUTION BULLETIN NO. 5 to the average-sized case and multiply it by the number of cases.

Please attach this amendment to your copy of DIRECT DISTRIBUTION BULLETIN NO. 6.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriation
Division of Commodity Distribution

November 17, 1941

DIRECT DISTRIBUTION BULLETIN NO. 6.

Subject: Ordering and Receiving of
Food Commodities

This bulletin is issued to inform managers of procedures to be followed and forms to be completed in the ordering of food commodities and receiving of the same. All previous bulletins, memoranda, or other instructions concerning the subject of ordering and receiving of food commodities are hereby cancelled.

1. Acceptance of Offers from Surplus Marketing Administration and Flow of Delivery Order, Form SMA-810

When the State of California accepts an allocation, the Acting Supervisor of Direct Distribution prepares a Delivery Order, Form SMA-810. The salmon copy of this form is forwarded by him to the office of the Surplus Marketing Administration's District Supervisor for recording and is sent by that office to the consignee (the warehouse manager to whom it is intended the commodity will be shipped). A consignee's receiving the salmon copy of a Form SMA-810 should not be interpreted that delivery necessarily will follow. This copy is merely a notice that the state office has agreed to accept such commodity if it can be properly delivered by the Surplus Marketing Administration.⁽¹⁾ The number appearing on the upper left-hand corner of the salmon copy of Form SMA-810 is known as the state order number and always should be mentioned for identification purposes in correspondence concerning such form.

A consignee will receive the pink and white copies of an SMA-810 when the commodity "tentatively has been placed for shipment." Inasmuch as tentative placements usually result in actual delivery, the warehouse manager should plan for the storing and packaging of the commodities upon receiving the pink and white copies of the SMA-810. Consignees will be informed by the railroad agent when goods actually arrive. Such notification is often preceded by receipt of a bill of lading indicating the goods are in transit.

The pink and white copies of the SMA-810 should be attached to the salmon copy already in file. The identifying Surplus Marketing Administration delivery order number shown in the body of these two copies should be used in addition to the state order number in correspondence concerning such forms. This delivery order number also appears on the bill of lading thereby enabling the consignee to match all documents pertaining to a particular shipment.

2. Receiving of Shipments from Surplus Marketing Administration

a. Seals

The consignee always must determine whether the seals are intact before opening a car. If the seals are intact, they should be removed and delivered to the person completing SMA-810's and

⁽¹⁾ At times the Surplus Marketing Administration is unable to deliver commodities previously offered because of changes in market conditions or for other reasons.

bills of lading and should be held by such person until all papers concerning the shipment are cleared. If the seals are found to be broken, unloading should proceed only in the presence of a railroad agent or upon such agent's authorization.

b. Demurrage

In so far as compatible with other provisions included in this bulletin, cars must be unloaded promptly. Demurrage charges are borne by this Department and commence two full days (exclusive of Sundays and legal holidays) after the railroad company has placed a car on the tract where it can be unloaded. A car placed after 7:00 a.m. on one day should be considered as placed as of 7:00 a.m. on the succeeding day. Warehouses which have "daily average" agreements with the railroad companies concerning demurrage by virtue of arrangements made by the Acting Supervisor of Direct Distribution should notify the railroad company as soon as cars are unloaded in order to accumulate as many days for which no demurrage will be charged as possible.

c. Inspection for Shortage (Loss) or Overage of Units

The count of units (boxes, baskets, barrels, etc.) of commodities received should be tallied by a competent worker, administrative or otherwise, on the left side of the Warehouseman's Tally Sheet. Any shortage or overage of units should be reported on the reverse of the pink, salmon, and white copies of the SMA-810 in accordance with Paragraph 3c(3)(b) of this bulletin and on the reverse of the bill of lading in accordance with Paragraph 3d of this bulletin.

d. Inspection for Fitness for Human Consumption

Immediately upon opening a car and before unloading the same, the warehouse manager should obtain the services of an agent of the State Department of Public Health, if such an agent is available in the locality where the warehouse is situated and can make an inspection with sufficient promptness as not to cause demurrage charges. This agent will inspect the commodities received to determine their fitness for human consumption, and will furnish warehouse managers a statement in duplicate on commodities fit for human consumption that such commodities are fit for such consumption. The original of this letter should be attached to the salmon copy of the SMA-810; the duplicate, to the white copy for eventual transmittal to the Acting Supervisor of Direct Distribution.

If infestation is discovered by the agent of the State Department of Public Health, the warehouse manager immediately shall telephone the Acting Supervisor of Direct Distribution for advice as to action to be taken.

If no representative of the State Dept. of Public Health is available in the locality or if waiting for such agent to make an inspection would cause the incurrence of demurrage charges, commodities received must be inspected for infestation by competent warehouse personnel, administrative or otherwise. As in the case of inspections by the

State Department of Public Health, a sufficient number of items in the various parts of the car should be inspected as to give reasonable assurance that the condition of the samples represent the condition of all of such commodity in the car. If infestation is discovered by the warehouse manager, he shall telephone immediately the Acting Supervisor of Direct Distribution for advice as to action to be taken.

Under no condition should a manager remove infested commodities from a car to his warehouse until after fumigation and receipt of authorization from the Acting Supervisor of Direct Distribution to remove them to the warehouse.

If infestation has damaged permanently a significant amount of a commodity, the "damage" should be reported on the reverse of the pink, salmon, and white copies of the SMA-810 in accordance with Paragraph 3c(3)(c) of this bulletin and on the reverse of the bill of lading in accordance with Paragraph 3d of this bulletin.

e. Inspection for Spoilage (Damage)

Commodities received must be inspected for spoilage by a competent person, administrative or otherwise. The person making such inspection should sample a sufficient number of items from the various parts of the car as to be reasonably assured that the condition of the sample represents the condition of all of such commodity in the car. Nominal, reasonable amounts of spoilage should be ignored and treated as shown in Paragraph 3c(3)(a) of this bulletin. If a more than nominal amount of spoilage is found to have occurred, it shall be considered "damage" and proper entries should be made on the reverse of this pink, salmon, and white copies of the SMA-810 in accordance with Paragraph 3c(3)(c) of this bulletin, and on the reverse of the bill of lading in accordance with Paragraph 3d of this bulletin.

If an unusual amount of damaged commodities are found in a car, the warehouse manager shall telephone immediately the Acting Supervisor of Direct Distribution before taking further action.

f. Inspection for Shrinkage or Overage of Weight

Commodities of a perishable nature received must be inspected for shrinkage by a competent worker, administrative or otherwise. In making such inspection he should determine the gross weight of a sufficient number of units from the various parts of the car as to be reasonably assured that the gross unit weight of the sample represents the average gross weight of all units in the car. Competent personnel will multiply the average unit gross weight determined by the sample by the number of units shown on the bill of lading. If the result is smaller than the gross weight shown on the bill of lading, shrinkage has occurred. If the result is larger than the gross weight shown on the bill of lading, an overage has occurred.

Small, reasonable amounts of shrinkage should be ignored and treated as shown in Paragraph 3c(3)(a) but abnormal amounts of shrinkage should be reported on the reverse of the pink, salmon, and white

copies of the SMA-810 in accordance with Paragraph 3c(3)(d) of this bulletin and on the reverse of the bill of lading in accordance with Paragraph 3d of this bulletin. Overages in weight normally should not be reported either on the reverse of the SMA-810 nor on the bill of lading but should be treated as shown in Paragraph 3c(3)(a) and 3c(3)(e) of this bulletin.

3. Preparation of Receiving Forms Covering Shipments from the Surplus Marketing Administration

a. Warehouseman's Tally Sheet, DD 601

The person in charge of weighing a sample of and counting all of the contents of a car shall prepare a Warehouseman's Tally Sheet in original only for each car unloaded and, on cars containing more than one commodity, for each commodity in each car unloaded and forward it to the person completing the SMA-810's.

b. Carload Inspection Report, DD (SRA) 476

The person in charge of checking the contents of a car should prepare a Carload Inspection Report in duplicate for each car unloaded and forward it to the person completing the SMA-810's. The person completing the SMA-810's will attach the original of DD (SRA) 476 to the white copy of the SMA-810 and the duplicate to the salmon copy.

c. Delivery Order, SMA-810

From the information on the Warehouseman's Tally Sheet together with information from the person making inspections for infestation and spoilage and determining shortage, overage, and shrinkage it is possible for the consignee to complete the Delivery Order, SMA-810. This form should be processed as follows:

- (1) The Consignee's Report of Condition on Arrival must be completed in all instances.
- (2) All pertinent questions on the reverse of the SMA-810 must be completed only in case of overage or shortage of units (barrels, boxes, cases, etc.), more than nominal damage through spoilage or infestation, or abnormal shrinkage.
- (3) General Instructions on Completion of Consignee's Report of Condition on Arrival and Reverse of SMA-810
 - (a) For Cars Received in Good Condition; with Nominal Damage; with Nominal Shrinkage or Overage in Weight

If commodities are received in good condition, or with nominal damage, or with nominal shrinkage or overage in weight with no accompanying shortage or overage in units, entries for gross, tare, and net weights on the SMA-810, under Consignee's Report of Condition on Arrival should be:

Gross--as shown in upper part of bill of lading.

Tare--actual tare as determined by multiplying average tare, as determined by the sample, by the total number of units received.

Net--gross minus tare.

This procedure may result in showing a net figure larger or smaller than the actual net weight of commodities obtained but it must be followed because the gross weight shown must agree with the figures appearing in the upper part of the bill of lading unless a specific claim is made on the reverse of SMA-810. If the net weight reported on the SMA-810 is larger than the actual net weight received as determined by sampling, the difference between the net weight reported on the SMA-810 and the actual net weight is a loss. This loss should be reported on DD 525. It should also be reported on DD (SRA) 528 under Section 1 with an entry of "Wholesale Center" under Column 5 and an entry of "Adjustment: nominal loss at point of arrival" under Column 6 of that form.

For example, if a bill of lading showed a gross of 40,000 pounds and on the basis of the sample the true weights were found to be gross 39,000 pounds; tare 1,000 pounds; net 38,000 pounds, the car would be reported on the SMA-810 as gross 40,000 pounds; tare 1,000 pounds; net 39,000 pounds. The 1,000 pound loss, due to difference between the weights shown on the bill of lading and actual weights, should be reported on the DD 525 and the DD (SRA) 528, Section 1.

If the net amount reported on SMA-810 is smaller than the actual net weight received as determined by sampling, the difference between the actual net weight and the net weight reported on SMA-810 should be reported as a gain on the line provided for inventory adjustments on DD 525. This gain should also be reported on DD (SRA) 528 under Section 2 with an entry of "Wholesale Center" under Column 5 and an entry of "Adjustment: nominal gain at point of arrival" under Column 6.

Entries of gross weights (and where required net and tare weights) to be made on the lower part of the bill of lading by the consignee should agree in all instances with figures shown under the Consignee's Report of Condition on Arrival on SMA-810.

(b) For Cars Received with Shortage or Overage of Units

In case of any shortage or overage in number of units the average gross, tare, and net weights per unit times the number of units short or over should be reported on the reverse of the SMA-810. To determine the figures to be reported on the face of this form the amount reported on the reverse should be subtracted from the entry which would normally appear on the face of the form. Inasmuch as the adjustment for shortage or overage of units appears on the SMA-810, it is not taken into the warehouse inventory accounts and no

adjusting entries should be reported on DD 525 or under Sections 1 or 2 of DD (SRA) 528.

All weights shown on the Consignee's Report of Condition on Arrival and on the reverse of the SMA-810 must agree with entries made by the consignee on the face and reverse side of the bill of lading. The sum of the gross weights reported on the face and the reverse side of the SMA-810 must equal the gross weight entry appearing in the upper part of the bill of lading.

(c) For Cars Received with More Than Nominal Damage

If commodities are received with more than nominal damage, the amount damaged should be reported on the reverse of the SMA-810. To determine the figures to be reported on the face of this form the amount reported on the reverse should be subtracted from the entry which would normally appear on the face of the form.

Inasmuch as the adjustment for damage appears on the SMA-810, the damaged goods are not added to the warehouse inventory accounts and no adjustments should be reported on DD 525 or under Section 1 of DD (SRA) 528.

All weights shown on the Consignee's Report of Condition on Arrival and on the reverse of the SMA-810 must agree with entries made by the consignee on the face and reverse side of the bill of lading. The sum of the gross weights reported on the face and the reverse side of the SMA-810 must equal the gross weight entry appearing in the upper part of the bill of lading.

(d) For Cars Received with Abnormal (More than Nominal) Shrinkage

In case of abnormal shrinkage in weight, the shrinkage should be reported on the reverse of SMA-810. To determine the figures to be reported on the face of this form the amount reported on the reverse should be subtracted from the entry which would normally appear on the face of the form. Inasmuch as the adjustment for shrinkage appears on the SMA-810, the amount of the shrinkage is not added to the warehouse inventory accounts, and no adjusting entry should be reported on DD 525 or under Section 1 of DD (SRA) 528.

All weights shown on the Consignee's Report of Condition on Arrival and on the reverse of the SMA-810 must agree with entries made by the consignee on the face and reverse side of the bill of lading. The sum of the gross weights reported on the face and the reverse side of the SMA-810 must equal the gross weight entry appearing in the upper part of the bill of lading.

(e) For Cars Received with Abnormal (More than Nominal) Overage in Weight

Abnormal overage in weight without an overage in units should

not normally be reported on the reverse of the SMA-810 or the bill of lading. These forms should be prepared in the same manner as though the goods were received in good condition and in the proper amount. The amount of the overage should be reported, however, as a gain on the line provided for inventory adjustments on DD 525. The gain should also be reported on DD (SRA) 528 under Section 2 with an entry of "Wholesale Center" under Column 5 and an entry of "Adjustment: gain at point of arrival" under Column 6.

A railway agent may, after weighing a car, request that the weight billed on the bill of lading be adjusted upward. The warehouse manager should sign no bill of lading on which weights have been changed until after contacting the Acting Supervisor of Direct Distribution for instructions.

- (4) The entry on the Consignee's Report of Condition on Arrival under "number and type of container received" should be based on the actual count indicated by the Warehouseman's Tally Sheet even though this figure is different from that shown in the "number and kinds of packages" column on the bill of lading.
- (5) The signature and title of the "authorized agent at destination" on the Consignee's Report of Condition on Arrival must agree with the name and title of the consignee shown on the bill of lading. If the consignee is not available, his name and title should be signed per his agent.
- (6) On the reverse of SMA-810 "out turn weights" means "weights taken out." If they are estimated, indicate that they were estimated on basis of a sample.
- (7) All entries on SMA-810's should be made on the pink, salmon and white copies by typewriter or in ink or indelible pencil.
- (8) If loss, damage, or shrinkage is reported, these three copies must be notarized. No fee should be paid for having SMA-810's notarized.
- (9) The pink and white copies, together with attachments, MUST be forwarded by the consignee to the Acting Supervisor of Direct Distribution immediately after unloading is completed. The salmon copy, with Carload Inspection Report and the Warehouseman's Tally Sheet attached, should be filed by commodity in date order in the warehouse receiving the commodity.

d. Bills of Lading

The original of the Government bill of lading is forwarded to the consignee as soon as it is received by the state office. This document should be surrendered by the consignee to the agent of the carrier performing the road haul service to the destination (the last carrier named on the bill of lading) only after the consignee

has made thorough inspections for shortage, overage, infestation, spoilage, and shrinkage; has completed the Consignee's Certificate of Delivery; and also has made appropriate entries on the reverse of the bill of lading⁽²⁾ in case of any shortage or overage of units, more than nominal spoilage due to infestation or other causes, or abnormal shrinkage.

In the Consignee's Certificate of Delivery the name of the transportation company should be the corporate name of the carrier performing the road haul service to destination. The "Actual point of delivery by carrier" should be the street address of the warehouse and name of the town or the city where the car was actually unloaded. In the event delivery is accepted and the car is unloaded on a team track, the identifying name, number or street address of the team track, and town or city where car was actually unloaded should be shown. The weight shown on this certificate of delivery must agree with the gross weight shown under the column entitled "weight" in the upper part of the bill of lading unless there is loss, damage or shrinkage claimed on the back of the bill. If such claim is made, the sum of the gross weight shown as received in good condition plus that shown as missing or damaged must equal the figure appearing in the upper part of the bill of lading. The signature of the consignee under Consignee's Certificate of Delivery must conform exactly to the wording, initials, title, etc., appearing in the upper part of the original bill of lading. For example, if the upper part of the bill of lading shows that a shipment was consigned to the State Department of Social Welfare, Division of Commodity Distribution for delivery to John Doe, Area Manager, the consignee's signature under the Consignee's Certificate of Delivery should be as follows:

State Department of Social Welfare

Division of Commodity Distribution

By

John Doe, Area Manager

If John Doe is not available, his name and title should be signed per his agent.

As mentioned above, in case of loss, more than nominal damage, or abnormal shrinkage, the extent of the same and the probable cause should be noted on the reverse of the bill of lading. The quantity shown as loss, damage, or shrinkage on the reverse of the bill of lading, must agree exactly with the quantity shown in such condition on the reverse of the Delivery Order, SMA-810. The invoice value of missing or damaged goods based on local wholesale prices also should be entered by the warehouse manager. The signature and title of the consignee on the reverse side of the bill of lading must agree with his signature and title on the Consignee's Certificate of Delivery.

⁽²⁾In the event loss, damage or shrinkage is discovered after the original bill of lading has been surrendered to the delivering carrier but prior to the consignee's forwarding the pink copy of SMA-810 to the Acting Supervisor of Direct Distribution, the consignee shall attach to this form a letter giving details explaining why the surrender was made before the discovery of loss or damage as well as the answers to all pertinent questions on the reverse side of this form.

All entries on the bill of lading shall be typed, or written in ink or indelible pencil. Additional instructions as to the use of the bill of lading appear on the reverse of that form.

4. Intrastate Ordering and Shipping

a. Ordering

District Managers should forward to their Area Managers not later than the first of each month a listing in duplicate of their commodity requirements for the following month; for example, such list of needs for December should be forwarded on or before November 1. The listing should be prepared on Monthly Surplus Food Requirements, Form DD 602.

If a request is for December, all estimated requirements and estimated case load figures should be for that month also but Column (2) should be completed by showing the inventories existing at the end of October. Commodities for which there is a requirement but no inventory or an inventory but no requirement should be included in this report.

The Area Manager will review the requirements of his districts, adjust the same for shipments he can and will make from his own warehouse⁽³⁾, make any other necessary changes and forward one copy of each of the district requests as amended by him together with a DD 602 listing the needs of his area warehouse so that all requests will be received by the Base Warehouse Manager on or before the 7th of the month preceding the month for which the request is made.

The Base Warehouse Manager will analyze area and district needs, make any adjustments necessary to keep inventories level, notify Area and District Managers of proposed shipments, and arrange for the shipping of such commodities. Shipping Order, Form DD 603 will be used by the Base Warehouse Manager in notifying Area and District Managers of commodities which will be forwarded to their areas and districts. On shipments to area warehouses DD 603 will be sent the Area Manager. On shipments to district warehouses a DD 603 will be sent to the District Manager and a copy thereof to the Area Manager. An Area or District Manager should expect to receive for distribution in a given month only those non-perishable commodities listed on DD 603's received by him prior to the 15th of the preceding month. This form, therefore, gives managers a basis of estimating amounts of non-perishable commodities that will be available for distribution by them for any month and acts as a basis upon which any intra-area transfers necessary for levelling inventories can be made.

b. Shipping

A Base Warehouse Manager or Area Manager will issue instructions to ship on Shipping Order, Form DD 603. This form will be prepared as follows:

- (1) Original to person in charge of shipping.
- (2) Duplicate to person in charge of warehouse accounting.
- (3) Triplicate to Area Manager (Use only if prepared by a Base Warehouse Manager).
- (4) Quaduplicate to District Manager (to be prepared on shipments to district warehouses only).

(3) Such adjustments will be made by raising the inventory figure by such amount on the district requests and by understating by a similar amount the actual inventory in the area warehouse.

The duplicates are kept in file by the warehouse accounting unit pending actual shipment and serve as a reminder of shipping orders pending. The person in charge of shipping should file his copy of these orders by warehouse of destination, and they should remain in file until the commodities covered are shipped, at which time the DD 603 should be attached to the triplicate of DD (SRA) 412R. If only a portion of the items on a shipping order are shipped, the DD 603 should be adjusted by the person maintaining the file to show the amount still to be shipped. Whenever all items on an order are shipped, the order should be pulled from the pending file and attached to the triplicate of the DD (SRA) 412R covering the last portion shipped. Order of Disposition, Shipping Ticket, Receipt, Form DD (SRA) 412R is to be prepared in quadruplicate by the person in charge of shipping. Separate sets are to be prepared not for each commodity but normally just for each shipment. However, if a shipment covers commodities from more than one source (SMA, WPA or other), separate sets should be prepared for each source. If DD (SRA) 412R's are prepared by a Base Warehouse Manager, the quadruplicate should be destroyed. If they are prepared by an Area Manager, that copy should be sent the Base Warehouse Manager as a notice of intraarea shipment.

The person in charge of shipping obtains on the triplicate the signature of the truck driver taking the commodities and should keep that copy in his files as a record of accountability for commodities in transit. The original and duplicate shall be taken by the truck driver to the warehouse of destination, where they should be signed by a representative of that warehouse to signify receipt of the commodities in good condition.(4) The duplicate is to be kept by the warehouse of destination for its accounting files. The original is returned by the truck driver and routed to the accounting files of the warehouse doing the shipping.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

(4) Inspection for infestation on inter-warehouse transfers should be made by a competent person, but not by a representative of the State Department of Public Health. If infestation is found, the Acting Supervisor of Direct Distribution should be contacted by telephone by the warehouse manager before further action is taken.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 31, 1942

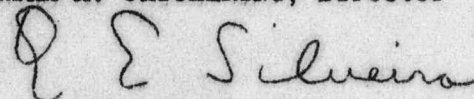
NEW ALLOCATION RATE NOTICE NO. 10
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of Potatoes will be to case composition code H, School Lunch Program only, and will be in accordance with Schedule Twenty of the Basic Table. (Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 5.)

Very sincerely yours

MARTHA A. CHICKERING, Director

By



E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 17, 1942

NEW ALLOCATION RATE NOTICE NO. 9
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately the allocation of Smoked Ham will be to case composition code "H" ONLY and will be in accordance with Schedule Five of the Basic Table. (Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 5.)

Immediate delivery to schools is necessary as this commodity is to be consumed within two weeks.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 3, 1942

NEW ALLOCATION RATE NOTICE NO. 8
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately the allocation of Creamery Butter will be to case composition code H only and will be in accordance with Schedule Four of the Basic Table (Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 5).

Distribution to N.Y.A. Training Projects will be the same as to the School Lunch program but is not to exceed one pound for each person per month regardless of the number of meals served per day.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

February 24, 1942

NEW ALLOCATION RATE NOTICE NO. 7
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of Fresh Cabbage will be to case composition codes A through H inclusive and J, in accordance with Schedule Fifteen of the Basic Table (Page 5 of DIRECT DISTRIBUTION BULLETIN NO. 5).

No allocation shall be made to case composition Code I, i.e., Institutions and Organizations.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

February 24, 1942

NEW ALLOCATION RATE NOTICE NO. 6
(To be attached to DIRECT DISTRIBUTION BULLETIN NO.5)

Effective immediately the allocation of enriched white flour will be case composition codes A through J inclusive in accordance with Schedule 9 of the Basic Table exclusive of H, which shall be doubled, or 2 pounds per month per child for the School Lunch and Summer Feeding Program.

If wheat (white) flour not indicated as enriched is received in warehouses, it should be allocated in accordance with rates originally set forth in the Schedule Number Index (Page 5 of DIRECT DISTRIBUTION BULLETIN NO. 5).

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

February 17, 1942

NEW ALLOCATION RATE NOTICE NO. 5
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately cancel the reference to persons in N.Y.A. Training Centers and Camps indicated by a double asterisk on the Basic Maximum Allocation Table and substitute the following instructions as applying to the issuance of commodities to these centers and camps:

N. Y. A. training projects, both resident and non-resident, are eligible for all commodities distributed to school lunch program. Therefore, even though a commodity is specifically earmarked for the School Lunch Program only it should also be allocated to eligible N.Y.A. Training Centers and Camps.

Rates of Distribution.

1. If only one meal is served per day at N.Y.A. Training Centers and Camps, the rate of distribution will be that provided for distribution to the School Lunch Program.

2. If two meals are served per day, the rate of distribution will be two-thirds of that provided for a single person by case composition code A.

3. If three meals are served per day, the rate of distribution will be the full rate provided for a single person by case composition code A.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E E Silveira

E. E. Silveira, Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

January 9, 1942

NEW ALLOCATION RATE NOTICE NO. 4
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of Fresh Grapefruit will be to case composition codes A through H inclusive and J, and will be in accordance with Schedule Nineteen of the Basic Table.

With reference to case composition code I, Institutions and Organizations, deliver to this category only on authorization received from Headquarters office. Authority will be granted if requested by Area Managers provided surplus threatened with deterioration have been accumulated in warehouses.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 19, 1941

NEW ALLOCATION RATE NOTICE NO. 3
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of enriched white flour will be to case composition codes A through G inclusive in accordance with Schedule Nine of the Basic Table and the allocation to case composition codes H, I, and J will be in accordance with Schedule Fourteen of the Basic Table.

If wheat (white) flour not indicated as enriched is received in warehouses, it should be allocated in accordance with rates originally set forth in the Schedule Number Index (Page 5 of DIRECT DISTRIBUTION BULLETIN NO. 5).

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 10, 1941

NEW ALLOCATION RATE NOTICE NO. 2
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of white flour (the last item on the Schedule Number Index) to case composition codes A through G inclusive will be in accordance with Schedule Nine of the Basic Table. Allocation to case composition codes H, I, and J will be in accordance with Schedule Fourteen of the Basic Table.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 4, 1941

NEW ALLOCATION RATE NOTICE NO. 1
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of canned tomatoes will be to School Lunch and Summer Feeding Programs only and at the rate of one can for each two children per month. No schedule on the Basic Maximum Allocation Table in DIRECT DISTRIBUTION BULLETIN NO. 5 is applicable to this commodity.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 3, 1941

DIRECT DISTRIBUTION BULLETIN NO. 5

Subject: Monthly Allocation of
Surplus Foods

This bulletin is prepared to inform managers of the maximum amounts of food commodities which may be issued each month to the various types of participants certified as eligible to the direct distribution program. Although the attached table and index applies primarily to surplus food commodities received by the State of California from the Surplus Marketing Administration, donated commodities also should be distributed in accordance with this table and index in so far as possible. If a commodity not on the attached index is received by a warehouse in the form of a donation, the manager should communicate directly with the Acting Supervisor of Direct Distribution for instructions as to its allocation.

Instructions in this bulletin cover the computation of maximum monthly allocation rates. They do not apply to commodities whose distribution has been delimited as to amounts of allocation or to types of eligibles by "ear-marking" in accordance with DIRECT DISTRIBUTION BULLETIN NO. 1, paragraphs 5c and 6e. Such commodities should be allocated in accordance with "ear-mark" instructions. The maximum rate instructions in this bulletin, however, will assist a Base Warehouse Manager or an Area Manager in computing "ear-mark" allocation rates, should he desire to "ear-mark" on a basis of a fixed percentage of maximum distribution any commodity received in an amount too small to be allocated in maximum quantities to all eligibles. These instructions further serve indirectly as a basis for the ordering of food commodities by Area and District Managers from their base and area warehouses, respectively.

Attached are:

1. A basic maximum allocation table.
2. A schedule number index.

A footnote on the Basic Maximum Allocation Table lists programs included in the concept of general assistance. A full description of these programs, as well as the others shown on that table, soon will be issued. The urgency of releasing this bulletin on allocation rates makes it impossible to issue DIRECT DISTRIBUTION BULLETIN NO. 3, entitled "Eligibility", in its proper sequence. Until such bulletin on eligibility, which will include rather detailed interpretations, is issued you should assume that the classification of participants shown on forms prepared by the certifying agencies and on file in your warehouse is correct.

The Schedule Number Index is a list indicating which schedule on the basic table should be used to determine the maximum amount of a specific commodity which may be allotted each month to the various types of participants. From time to time the rates of distribution of a commodity will be adjusted because of a change in its availability or other factors. Warehouses having an inventory of such commodity will be notified of changes in its rate of allocation directly by rapid communication from the Acting Supervisor of Direct Distribution. Information on changes in rates and new rates will be formally issued to all warehouses by a series of notices commencing with New Allocation Rate Notice No. 1. It is suggested that when such a

You will note that many commodities are to be distributed to H and J only (i.e., to the School Lunch and Summer Feeding Programs and to Housekeeping Aide and Demonstration Projects only) or are otherwise delimited as to types of participants. H and J only means H and J only; not H through J inclusive.

Your strict compliance with this bulletin and its future amendments will be appreciated.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

BASIC MAXIMUM ALLOCATION TABLE

MAXIMUM NUMBER OF UNITS OF FOOD COMMODITIES
WHICH MAY BE DISTRIBUTED PER MONTH TO EACH
TYPE OF PARTICIPANT

CASE COMPOSITION CODE		A	B	C	D	E	F	G	H	I	J
INTERPRETATION OF CASE COMPOSITION CODE		GENERAL ASSISTANCE*, PRIVATE WELFARE AND INDIAN CASES							SCHOOL LUNCH AND SUMMER FEEDING PROGRAMS***	INSTITUTIONS AND ORGANIZATIONS	HOUSEKEEPING AIDE AND DEMONSTRATION PROJECTS
		NUMBER OF ELIGIBLE PERSONS IN CASE									
		1**	2	3 OR 4	5 OR 6	7 OR 8	9 OR 10	11 OR 12			
SCHEDULE NUMBER	UNITS	NUMBER OF UNITS PER CASE							NUMBER OF UNITS PER CHILD	NUMBER OF UNITS PER PERSON	NUMBER OF UNITS FOR FOUR PERSONS
ONE	LBS.	1	2	3	4	5	6	7	1	1	1
TWO	"	1	2	4	6	8	10	12	1	1	1
THREE	"	2	5	10	15	20	25	30	1	2	2
FOUR	"	2	4	6	8	10	12	14	1	2	2
FIVE	"	2	4	8	12	16	20	24	1	2	2
SIX	Doz.	2	4	6	8	10	12	14	1	2	2
SEVEN	LBS.	2	3	5	7	9	12	15	1	2	2
EIGHT	"	2	3	5	7	9	11	13	1	2	2
NINE	"	2	4	12½	16½	18½	24½	30½	1	2	2
TEN	"	3	6	9	12	15	18	21	1	3	3
ELEVEN	"	3	5	10	15	20	25	30	2	4	3
TWELVE	"	4	8	12	16	20	24	28	2	4	4
THIRTEEN	"	4	6	8	10	12	14	16	2	4	4
FOURTEEN	"	4	8	24½	36¾	49	61½	73½	2	4	4
FIFTEEN	"	5	10	15	20	25	30	35	3	5	5
SIXTEEN	"	6	8	12	14	16	18	20	3	6	6
SEVENTEEN	"	8	16	24	32	40	48	52	4	8	8
EIGHTEEN	"	10	15	20	25	30	35	40	5	10	10
NINETEEN	"	10	15	25	30	35	40	45	5	10	10
TWENTY	"	10	20	30	40	50	60	70	5	10	10

* GENERAL ASSISTANCE INCLUDES OLD AGE ASSISTANCE, AID TO NEEDY BLIND, AID TO NEEDY CHILDREN, COUNTY WELFARE DEPARTMENT INDIGENT AID, WORK PROJECTS ADMINISTRATION, AND FARM SECURITY ADMINISTRATION CASES.

** FOR PERSONS IN N.Y.A. TRAINING CENTERS AND CAMPS, W.P.A. WORK CAMPS, S.R.A. CAMPS, AND CAMPS FOR CONSCIENTIOUS OBJECTORS; MULTIPLY THE UNITS PER CASE SHOWN IN THIS COLUMN BY THE NUMBER CERTIFIED AS ELIGIBLE TO PARTICIPATE.

*** FIGURES IN THIS COLUMN BASED UPON ONE MEAL PER CHILD EACH DAY PER MONTH. IF SCHOOL SERVES MORE THAN ONE MEAL PER CHILD, PER DAY, MULTIPLY FIGURES IN THIS COLUMN BY SUM OF THE NUMBER OF ELIGIBLE CHILDREN SERVED BREAKFAST, PLUS THE NUMBER SERVED LUNCH, PLUS THE NUMBER SERVED DINNER, TO DETERMINE AMOUNT OF COMMODITIES TO BE DELIVERED TO SCHOOL EACH MONTH.

SCHEDULE NUMBER INDEX

COMMODITY	MONTHLY ALLOCATION
CANNED TOMATOES	DISTRIBUTE TO SCHOOL LUNCH AND SUMMER FEEDING PROGRAMS ONLY AT RATE OF 20 OZ. PER CHILD. (NO SCHEDULE APPLICABLE.)
CORN MEAL	DISTRIBUTE TO CASE COMPOSITION CODES A THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE SEVEN OF THE BASIC TABLE.
DEHYDRATED SOUP	DISTRIBUTE TO SCHOOL LUNCH AND SUMMER FEEDING PROGRAMS ONLY AT RATE OF 10 OZ. PER CHILD. (NO SCHEDULE APPLICABLE.)
DRIED APRICOTS	DISTRIBUTE ONLY TO SCHOOL LUNCH AND SUMMER FEEDING PROGRAMS AT RATE OF $\frac{1}{2}$ LB. PER CHILD AND HOUSEKEEPING AIDE AND DEMONSTRATION PROJECTS AT RATE OF $\frac{1}{2}$ LB. FOR EACH FOUR PERSONS SERVED. (NO SCHEDULE APPLICABLE.)
DRIED BEANS AND LIMAS	DISTRIBUTE TO CASE COMPOSITION CODES A THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE TWO OF THE BASIC TABLE.
DRIED PRUNES	DISTRIBUTE TO CASE COMPOSITION CODES A THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE ONE OF THE BASIC TABLE.
DRY SKIM MILK	DISTRIBUTE TO CASE COMPOSITION CODES H AND J <u>ONLY</u> IN ACCORDANCE WITH SCHEDULE TWO OF THE BASIC TABLE.
EVAPORATED MILK	DISTRIBUTE TO CASE COMPOSITION CODE H ONLY IN ACCORDANCE WITH SCHEDULE FIFTEEN ON THE BASIC TABLE. (3 MEANS 3 CANS)
FRESH APPLES	DISTRIBUTE TO COMPOSITION CODES A THROUGH G <u>INCLUSIVE</u> AT TWICE THE RATE SHOWN FOR SCHEDULE SEVENTEEN OF THE BASIC TABLE, PROVIDED THAT NO CASE SHALL RECEIVE MORE THAN 36 POUNDS AT ANY ONE TIME. DISTRIBUTE TO COMPOSITION CODES H THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE EIGHTEEN.
GRAHAM FLOUR	DISTRIBUTE TO CASE COMPOSITION CODES A THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE NINE OF THE BASIC TABLE.
HONEY	DISTRIBUTE TO SCHOOL LUNCH AND SUMMER FEEDING PROGRAMS ONLY AT RATE OF $\frac{1}{2}$ LB. PER CHILD. (NO SCHEDULE APPLICABLE.)
LARD	DISTRIBUTE TO CASE COMPOSITION CODES H AND J <u>ONLY</u> IN ACCORDANCE WITH SCHEDULE THREE OF THE BASIC TABLE.
PEANUT BUTTER	DISTRIBUTE TO SCHOOL LUNCH AND SUMMER FEEDING PROGRAMS ONLY AT RATE OF $\frac{1}{2}$ LB. PER CHILD. (NO SCHEDULE APPLICABLE.)
PORK AND BEANS	DISTRIBUTE TO CASE COMPOSITION CODES H AND J <u>ONLY</u> IN ACCORDANCE WITH SCHEDULE THREE OF THE BASIC TABLE. (USE CANS AS UNIT, <u>NOT</u> POUNDS)
RAISINS	DISTRIBUTE TO CASE COMPOSITION CODES H AND J <u>ONLY</u> IN ACCORDANCE WITH SCHEDULE ONE OF THE BASIC TABLE.
RICE	DISTRIBUTE TO CASE COMPOSITION CODES H AND J <u>ONLY</u> IN ACCORDANCE WITH SCHEDULE FOUR OF THE BASIC TABLE.
SALT PORK	DISTRIBUTE TO CASE COMPOSITION CODES H AND J <u>ONLY</u> IN ACCORDANCE WITH SCHEDULE THREE OF THE BASIC TABLE.
WHEAT CEREAL	DISTRIBUTE TO CASE COMPOSITION CODES A THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE SEVEN OF THE BASIC TABLE.
WHEAT FLOUR	DISTRIBUTE TO CASE COMPOSITION CODES A THROUGH J <u>INCLUSIVE</u> IN ACCORDANCE WITH SCHEDULE FOURTEEN OF THE BASIC TABLE.

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 3, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 14

(To be attached to DIRECT DISTRIBUTION BULLETIN NO.2)

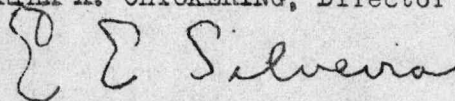
Waldo Johns has been appointed Manager, Redding Area, relieving Lavern B. Beeson who was temporarily in charge. Mr. Beeson will operate the Oroville Depot until a replacement is found for Mr. Johns.

Future correspondence with the Redding Area should be addressed to Waldo Johns, 1701 West Street, Redding.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

A handwritten signature in cursive script, appearing to read "E. E. Silveira".

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 31, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 13

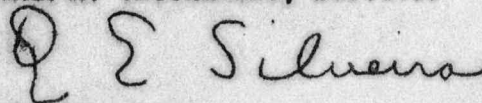
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Lawrence Elkington has replaced Desmond Williams as manager
of the Riverside District.

Very truly yours,

MARTHA A. CHICKERING, Director

By

A handwritten signature in dark ink, appearing to read "E E Silveira". The signature is written in a cursive style with large, looped letters.

E. E. Silveira
Administrative Assistant

State of California
DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 20, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 12

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Elijah Russell has replaced Paul Dobyns as manager of the Yreka District..

Peter N. Rowberry has replaced Fred Lerond as manager of the Marysville District..

Very truly yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

March 18, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 11

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Victor W. Galvin has replaced Irvin O. Coppock as Manager, Santa Rosa Area 2, with headquarters at Santa Rosa.

Wm. J. Stulgis has replaced James E. Spratt in charge of the Santa Barbara District, with headquarters at Santa Barbara.

Helen Wallace replaces Leslie C. Chase, in charge of the San Luis Obispo depot.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 17, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT No. 10

(To be attached to Direct Distribution Bulletin No. 2)

Mr. Horace Ware has been appointed Commodity Distribution Manager, Gr. II. He has been assigned to field operations, with headquarters at 821 Market Street, San Francisco.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 9, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 9

(To be attached to Direct Distribution Bulletin No. 2)

Don McClallen has replaced Chas. L. Owen as Manager,
San Francisco Area 5, with headquarters at 200 Paul
Avenue, San Francisco.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

Special Activities Appropriations
Division of Commodity Distribution

March 5, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 8

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2.)

All mail directed to the personal attention of Mr. E. E. Silveira shall henceforth be addressed as follows:

E. E. Silveira, Administrative Assistant
616 K Street
Sacramento

As mentioned on Page 1 of DIRECT DISTRIBUTION BULLETIN NO. 2 correspondence with Mr. A. C. Muller shall be addressed to him directly and not to Mr. E. E. Silveira - Attention: A. C. Muller. Correspondence with Mr. A. C. Muller should continue to be sent to 821 Market Street, Room 746, San Francisco.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

February 5, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 7

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Lavern B. Beeson has temporarily replaced Horace Ware as manager of the Redding Area Warehouse. All mail previously addressed to Mr. Ware shall now be addressed as follows:

Lavern B. Beeson
1701 West Street
Redding, California

Mr. Beeson retains his duties as manager of the Sacramento Area Warehouse.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

February 5, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 6

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

The new address of the Visalia District Warehouse is:

Rosamond Clark
Manager, Visalia District
P. O. Box 767
Visalia, California

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

January 9, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 5

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

1. Orville M. Kuykendall has replaced Howard Law as manager of the Santa Ana District Warehouse.
2. The new address of the San Luis Obispo Depot is:

Leslie C. Chase
San Luis Obispo Depot
105 South Street
San Luis Obispo, California

3. The new address of the Ventura Depot is:

Claude M. Rice
Ventura Depot
1252 North Ventura Avenue
Ventura, California

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E E Silveira*

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 24, 1941

DIRECT DISTRIBUTION WAITING LIST AMENDMENT NO. 4

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2.)

John Hodel has replaced Paris P. Dills as manager of the Bakersfield District Warehouse.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira,
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 24, 1941

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 3

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2.)

Mr. E. E. Silveira should be addressed as "Administrative Assistant" and not as "Acting Chief, Division of Commodity Distribution". This does not involve any change in Mr. Silveira's duties.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
State Department of Social Welfare

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

December 4, 1941

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 2

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2.)

The new address of the Eureka Area Warehouse is:

Charles D. Ashby
Manager, Eureka Area 3
129 West Fourth Street
Eureka, California

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 25, 1941

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 1
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

The manager of the Santa Ana District should be
addressed as Howard Law, not Harold Law.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DEPARTMENT OF SOCIAL WELFARE
Social Activities Appropriations
Division of Commodity Distribution

November 3, 1941

DIRECT DISTRIBUTION BULLETIN NO. 2

Subject: Correspondence

This bulletin is issued to assist your operations by maintaining an even flow of correspondence between the various units of this division. Instructions contained herein are consistent with lines of authority outlined in DIRECT DISTRIBUTION BULLETIN NO. 1 and cover usual types of correspondence. Should types of correspondence arise which are not covered by these instructions they should be directed in a manner consistent with lines of authority established by DIRECT DISTRIBUTION BULLETIN NO. 1. All previous bulletins, memoranda, and other instructions concerning the subject of correspondence are hereby cancelled.

1. General Information

a. Intra-departmental Correspondence

Extenuating circumstances may arise making desirable the routing of intra-departmental correspondence in a manner different from that prescribed below. However, in so far as possible, the following instructions should be closely adhered to in regard to such correspondence:

- (1) Correspondence will be addressed directly to the person in charge of the office to which the correspondence is sent. For example, correspondence with the Acting Supervisor of Direct Distribution will be addressed directly to him and not to the Acting Chief, Division of Commodity Distribution--Attention: Acting Supervisor of Direct Distribution.
- (2) A School Lunch Representative will correspond on intra-departmental matters with the Home Economist, Area Manager and District Managers. In regard to correspondence with outside agencies or persons he will acknowledge the same and then transmit it together with suggestions for reply to the manager in charge of the district in which the agency or person concerned is located.
- (3) A Base Warehouse Manager will correspond with the Acting Supervisor of Direct Distribution on operating problems of the base warehouse and, when necessary, on problems referred to him by the Area Managers in accordance with Paragraph (4). A Base Warehouse Manager will correspond with the Area Managers to the extent necessary to insure proper supervision, but ordinarily will not correspond with District Managers.

- (4) An Area Manager will correspond with the Base Warehouse Manager on matters concerning ordering of commodities, transportation problems and leveling of inventories only. He will correspond directly with the Acting Supervisor of Direct Distribution on all other matters, for example, eligibility, certification, warehousing, distribution to participants, and requests for personnel, services, supplies and office equipment necessary for operating in their respective areas. An Area Manager will correspond with his District Managers and School Lunch Representatives to the extent necessary to insure proper supervision.
- (5) A District Manager will ordinarily correspond only with his Area Manager and School Lunch Representatives who have worked in his district.

b. Correspondence With Other Agencies, etc.

Correspondence with other agencies and with participants should be answered by the warehouse receiving the same and, where misdirected, should be referred to the appropriate office unless such correspondence requests a new interpretation of policy or involves new policies. On such policy matters, the correspondence should be referred by a District Manager to his Area Manager and if necessary by that Area Manager to the Acting Supervisor of Direct Distribution. Likewise, correspondence concerning policy matters should be referred by a Base Warehouse Manager to the Acting Supervisor of Direct Distribution.

2. Routing of Copies

- a. One copy of correspondence, intra-departmental or otherwise, prepared by a base warehouse, an area, or a district, should be forwarded daily by the warehouse preparing such correspondence to the Acting Supervisor of Direct Distribution.
- b. One copy of all correspondence sent by a District Manager to other agencies or participants should be forwarded by him daily to his Area Manager.
- c. Except as provided in paragraphs 2a and 2b above, no duplicates of correspondence ordinarily will be forwarded by correspondents to other persons in the Division of Commodity Distribution.

3. Stationery

- a. State Department of Social Welfare letterhead shall be used for communications other than intra-departmental correspondence.
- b. State Department of Social Welfare office memorandum paper shall be used for intra-departmental correspondence.

4. Signatures

- a. Intra-departmental correspondence should be sent under the signature of the manager of the warehouse preparing the same. Depots will prepare correspondence under the signature of their District Managers. Persons signing for a warehouse manager should affix their initials after his name.

- b. Correspondence with outside agencies or persons should be signed as follows:

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

(Signature of Manager of Warehouse preparing letter)

Division of Commodity Distribution

Persons signing for a warehouse manager should affix their initials after his name.

5. Mailing Addresses

The attached lists show mailing addresses of the Acting Chief, Division of Commodity Distribution, the Acting Supervisor of Direct Distribution, Base Warehouse Managers, Area Managers, District Managers, and persons in charge of Depots. You will be notified, from time to time, of changes in this mailing list by a series of amendments to commence with Direct Distribution Mailing List Amendment No. 1. Such amendments will be numbered for control purposes and persons who do not receive the same in numerical order should write the Acting Supervisor of Direct Distribution for missing copies in order to keep their lists current.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E E Silveira

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DIVISION OF COMMODITY DISTRIBUTION
DIRECT DISTRIBUTION MAILING ADDRESSES

E. E. Silveria
Acting Chief, Division of Commodity Distribution
821 Market Street, Room 746
San Francisco

A. C. Muller
Acting Supervisor of Direct Distribution
821 Market Street, Room 746
San Francisco

Lola Yerkes
Home Economist
821 Market Street, Room 746
San Francisco

J. S. Sing
Acting Northern Base Warehouse Manager
200 Paul Avenue
San Francisco

Gordon K. Nigh
Southern Base Warehouse Manager
1308 Factory Place
Los Angeles

Lavern B. Beeson
Manager, Sacramento Area 1
1115 R Street
Sacramento

Fred Lerond
Manager, Marysville District
819 Third Street
Marysville

Waldo Johns
Manager, Oroville District
1275 Oak Street
Oroville

Irwin O. Coppock
Manager, Santa Rosa Area 2
56 Roberts Avenue
Santa Rosa

Charles D. Ashby
Manager, Eureka Area 3
219 Fifth Street
Eureka

Tony Friedman
Manager, Stockton Area 4
110 So. Aurora Street
Stockton

Paris P. Dills
Manager, Bakersfield District
Fairgrounds
Bakersfield

Stephen Fink
Manager, Fresno District
720 Fulton Street
Fresno

Rosamund Clark
Manager, Visalia District
309 No. Garden Street
Visalia

Charles L. Owen
Manager, San Francisco Area 5
200 Paul Avenue
San Francisco

William Barrett
Manager, Oakland District
685 Ninth Street
Oakland

Roy Mische
Manager, San Jose District
First and Julian Streets
San Jose

Ralph E. Ashley
Santa Cruz Depot
350 Front Street
Santa Cruz

Gordon K. Nigh
Manager, Los Angeles Area 6
1308 Factory Place
Los Angeles

Carl Brown
Manager, El Centro District
418 Main Street
El Centro

D I S I O N O F C O M M O D I T Y D I S T R I B U T I O N
D I R E C T D I S T R I B U T I O N M A I L I N G A D D R E S S E S

Desmond Williams
Manager, Riverside District
2822 Main Street
Riverside

William J. Giovannoni
Manager, San Diego District
411 J Street
San Diego

Harold Law
Manager, Santa Ana District
805 E. 4th Street
Santa Ana

James E. Spratt
Manager, Santa Barbara District
122 Helena Street
Santa Barbara

Leslie C. Chase
San Luis Obispo Depot
101 Higuera Street
San Luis Obispo

Claude M. Rice
Ventura Depot
305 So. Malorama Street
Ventura

Horace Ware
Manager, Redding Area 7
1701 West Street
Redding

Paul Dobyms
Manager, Yreka District
Court House Annex
Yreka

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

February 10, 1942

DIRECT DISTRIBUTION BULLETIN NO. 1 AMENDMENT NO. 2

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 1.)

The title "Acting Supervisor of Direct Distribution" is hereby abolished, and the title "Supervisor of Commodity Distribution" is to be used in its place. There is no change in the duties and responsibilities of the position in question. The Supervisor of Commodity Distribution continues to be responsible for the operations of the Direct Distribution Program.

Please make the necessary changes in other bulletins.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira

E. E. Silveira, Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

November 3, 1941

DIRECT DISTRIBUTION BULLETIN NO. 1

Subject: Organization of the Direct
Distribution Program

The attached organization chart illustrates the administrative and operating structure established to execute direct distribution functions. Below are described the functions and responsibilities of positions depicted on the chart. The names of the persons now occupying such positions can be found on the mailing list attached to DIRECT DISTRIBUTION BULLETIN NO. 2. All previous bulletins, memoranda, or other instructions concerning the subject of organization are hereby cancelled.

1. Acting Chief, Division of Commodity Distribution

The Acting Chief, Division of Commodity Distribution, is the officer of the State Department of Social Welfare in charge of the administration of the Stamp Plan and the Direct Distribution program.

2. Acting Supervisor of Direct Distribution

The Acting Supervisor of Direct Distribution is the assistant to the Acting Chief, Division of Commodity Distribution, delegated to direct the operations of the Direct Distribution Program.

3. Home Economist

The Home Economist is the assistant to the Acting Supervisor of Direct Distribution delegated to advise him on the School Lunch Program and to assign School Lunch Representatives to Area Managers.

4. School Lunch Representatives

Commodity Distribution Managers, acting as School Lunch Representatives, are attached to the Home Economist and periodically are assigned by her to operate in specific areas. Once delegated to an area, a School Lunch Representative works under the supervision of an Area Manager and must at all times keep him fully informed of action taken in performing the following duties as assigned:

- a. Recertification of participating schools.
- b. Certification of new schools.
- c. Adjustment of difficult cases
- d. Periodic visiting of certified schools.
- e. Interpretation of program to community groups.

1981-82

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containers and of material that should be considered unique and
irreplaceable, and which, if lost, would be a serious loss to the
country's cultural heritage. It is recommended that the Government
should take steps to ensure that the material is preserved and
that the containers are properly stored and protected.

1990

The above information is being furnished to the National Security Council, Department of Defense, and the Central Intelligence Agency for their information and use.

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of action taken in connection with the following cases as indicated:

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Information of value to country of origin.

5. Base Warehouse Managers

A Base Warehouse Manager operates under the direction of the Acting Supervisor of Direct Distribution and has general responsibilities in his region as follows:

- a. Receiving commodities (both food and clothing) from the Surplus Marketing Administration and the Work Projects Administration, storing the same in his base warehouse, and inspecting, spraying and repackaging them as necessary.
- b. Notifying Area Managers of commodities available in the base warehouse for delivery to area or district warehouses and advising them of the basis of allocation to participants if this basis is to be other than that prescribed by DIRECT DISTRIBUTION BULLETIN NO. 5.
- c. After consultation with Area Managers, delivering of commodities received at his warehouse to area and district warehouses. Delivery should be made on the basis of caseload and inventories if the amount of a commodity received is sufficient to be distributed to all areas. If the amount of the commodity received is not sufficient to be distributed to all areas for their allocating to participants at the maximum allocation rates indicated in DIRECT DISTRIBUTION BULLETIN NO. 5 and is not already specifically designated for limited distribution, the Base Warehouse Manager shall decide upon the areas to which it shall be shipped and the type of allocation to participants to be made on such commodity. The designation of allocation to specific areas or types of cases is known as "ear-marking." A Base Warehouse Manager should be careful to forward with shipments any "ear-mark" instructions he received with the lot from which the shipment is made.
- d. Equalizing warehouse inventories by consulting with Area Managers and instructing them to make intra-area and inter-area transfers and by designating, on inter-area transfers, which area shall do the transporting.
- e. Maintaining a pool of utility trucks and making temporary assignments of such equipment.
- f. Transferring equipment between areas, as necessary, after consultation with Area Managers.
- g. Maintaining such accounting records and preparing such statistical reports as may be prescribed.
- h. Performing other duties as directed to do so by the Acting Supervisor of Direct Distribution.

6. Area Managers

A Commodity Distribution Manager in charge of an area (Area Manager) operates in his area under the direction of a Base Warehouse Manager

in so far as ordering commodities and maintaining reasonable inventories are concerned. An Area Manager operates under the direct supervision of the Acting Supervisor of Direct Distribution in so far as eligibility, certification, warehousing, distribution to participants and all other matters are concerned. Under such supervision an Area Manager has general responsibilities as follows:

- a. Ordering needed commodities (both food and clothing) from the Base Warehouse Manager.
- b. Receiving commodities directly from the Surplus Marketing Administration and the Work Projects Administration and from base warehouses, storing them in area warehouses, and inspecting, spraying, and repackaging the same as necessary.
- c. Supervising the distribution of commodities to certified participants.
- d. Notifying District Managers of commodities available in their respective area warehouses for delivery to them.
- e. Delivering commodities received at his warehouse to district warehouses either on the basis of instructions from the Base Warehouse Manager or, in the absence of such instructions, at his own initiative on the basis of caseload and inventories in districts under his supervision. If the amount of a commodity received is not sufficient to be distributed to all districts for their allocation to participants at the maximum allocation rates indicated in DIRECT DISTRIBUTION BULLETIN NO. 5, and is not already specifically designated for limited distribution, the Area Manager shall decide upon the districts to which it shall be shipped and the type of allocation to participants to be made on such commodity. He shall also make such decision if the amount of the commodity is insufficient to comply with limited distribution instructions received by him from the Base Warehouse Manager. However, limited distribution instructions passed by him to the District Manager should not include any types of participants not covered by instructions forwarded to him by the Base Warehouse Manager, nor should his instructions include allocations to any participants at rates greater than specified by the Base Warehouse Manager. An Area Manager should be careful to forward with shipments any "ear-mark" instructions he received with the lot from which the shipment is made.
- f. Equalizing warehouse inventories by instructing or executing intra-area transfers. (Transfers between areas can be made only at the request of the Base Warehouse Manager.)
- g. Being basically responsible for the School Lunch Program and directing activities of School Lunch Representatives while assigned by the Home Economist to work in his area.

- h. Keepi constantly aware of the operat s of the Direct Distr tion Program in his area and c linating that pro-gram with relief and welfare programs operating in his area by contacting representatives of such programs on matters other than routine operations. In so far as possible, the Area Manager should consult with the Division of Field Service of the State Department of Social Welfare prior to meeting with county agencies in order to keep that division informed.
- i. Maintaining such accounting records and preparing such statistical reports as may be prescribed.
- j. Performing other duties as directed by the Acting Supervisor of Direct Distribution.

7. District Managers

A Commodity Distribution Manager and Assistant in charge of a district (District Manager) operates in his district under the direction of an Area Manager and has general responsibilities as follows:

- a. Ordering needed commodities (both food and clothing) from his Area Manager.
- b. Receiving commodities directly from the Surplus Marketing Administration and the Work Projects Administration and from base warehouses, storing them in area warehouses, and in-specting, spraying, and repackaging the same as necessary.
- c. Managing the distribution of commodities to certified parti-cipants in his district including the planning and arranging of truck runs for distribution of commodities which cannot feasibly be distributed over the counter at his district warehouse and through supervision of activities of assistants in separate established depots within his district to insure the same performance as would be attained if they were opera-ting in the district warehouse.
- d. Cooperating with assigned School Lunch Representatives.
- e. Maintaining such accounting records and preparing such statistical reports as may be prescribed.
- f. Coordinating the Direct Distribution Program with relief and welfare programs operating in his district in so far as routine operations are concerned.
- g. Performing other duties as directed by his Area Manager.

Your careful study of this bulletin in order to obtain a complete under-standing of responsibility and authority will be appreciated.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

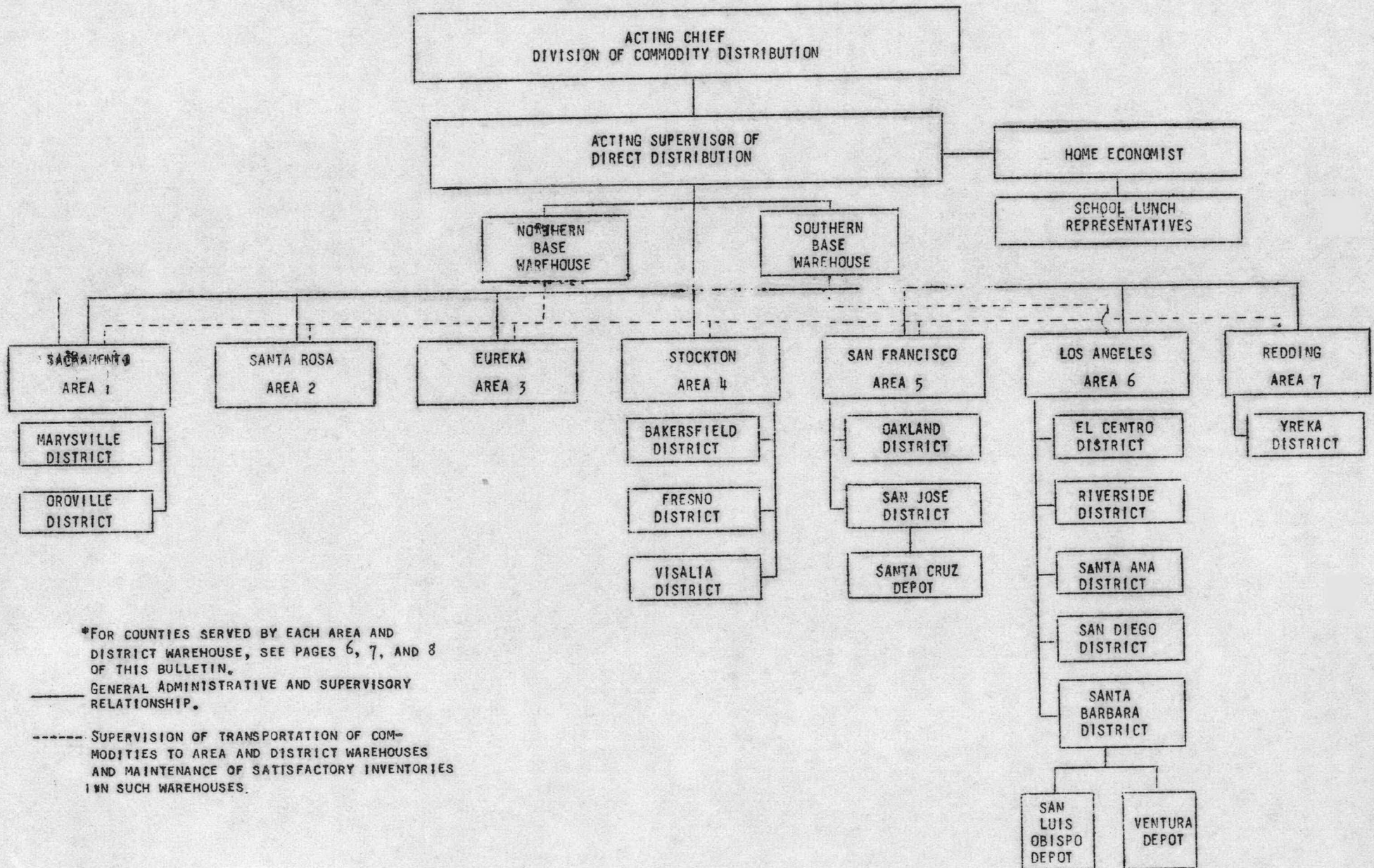
E E Silveira

E. E. Silveira, Acting Chief
Division of Commodity Distribution

DIRECT DISTRIBUTION BULLETIN NO. 1

Page 4

STATE DEPARTMENT OF SOCIAL WELFARE
DIVISION OF COMMODITY DISTRIBUTION
ORGANIZATION CHART*



COUNTIES SERVED BY AREA WAREHOUSES, DISTRICT WAREHOUSES, AND DEPOTS

Sacramento Area 1

Counties served by Sacramento Area Warehouse:

Amador	Placer
Colusa	Sacramento
El Dorado	Solano
Nevada	Yolo

Counties served by Marysville District Warehouse:

Sierra	Yuba
Sutter	

Counties served by Oroville District Warehouse:

Butte	Glenn
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Santa Rosa Area 2

Counties served by Santa Rosa Area Warehouse:

Lake	Napa
Marin	Sonoma
Mendocino	

Eureka Area 3

Counties served by Eureka Area Warehouse:

Del Norte	Humboldt
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Stockton Area 4

Counties served by Stockton Area Warehouse:

Alpine	San Joaquin
Calaveras	Stanislaus
Mariposa	Tuolumne
Merced	

Counties served by Bakersfield District Warehouse:

Inyo	Mono
Kern	

Counties served by Fresno District Warehouse:

Fresno	Madera
Kings	

County served by Visalia District Warehouse:

Tulare

San Francisco Area 5

Counties served by San Francisco Area Warehouse:

San Francisco

San Mateo

Counties served by Oakland District Warehouse:

Alameda

Contra Costa

Counties served by San Jose District Warehouse:

Monterey

Santa Clara

San Benito

County served by Santa Cruz Depot:

Santa Cruz

Los Angeles Area 6

County served by Los Angeles Area Warehouse:

Los Angeles

County served by El Centro District Warehouse:

Imperial

Counties served by Riverside District Warehouse:

Riverside

San Bernardino

County served by San Diego District Warehouse:

San Diego

County served by Santa Ana District Warehouse:

Orange

County Served by Santa Barbara District Warehouse:

Santa Barbara

County served by San Luis Obispo Depot:

San Luis Obispo

County served by Ventura Depot:

Ventura

Redding Area 7

Counties served by Redding Area Warehouse:

Lassen
Modoc
Plumas

Shasta
Tehama
Trinity

County served by Yreka District Warehouse:

Siskiyou

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
702 David Hayes Bldg.
995 Market Street

Clifford T. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
February 25 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
806 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSEY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO

DEPARTMENT BULLETIN NO. 177

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

SUBJECT: Allocation and Distribution of
Clothing Produced on WPA Projects

Effective April 1, 1942, the following procedures will be in operation throughout the State of California relating to the allocation and distribution of clothing produced on W.P.A. Projects:

A. Allocations:

All clothing produced on W.P.A. Sewing Projects will be pooled in two central warehouses, one located in San Francisco and one in Los Angeles. This clothing will be allocated to the counties on the basis of the following formula:

1. Each garment is priced in accordance with the cost of textiles and findings, plus ten per cent for operation costs. Each county which makes a direct contribution to the sewing project, either in cash or in kind, (on which credit is given by W.P.A.) will receive an allocation of clothing equal to the amount of money represented by such direct contribution.

The balance of production will be considered one hundred per cent.

2. Fifty per cent of the production will be allocated to the counties on the basis of each county's (or political subdivision within the county) contribution to all community service projects, including sewing, whether these contributions be in cash or in kind, (as credited by W.P.A.).
3. The remaining fifty per cent will be allocated to the counties on the basis of case load, the case load being considered the combined indigent persons, plus W.P.A. certified persons multiplied by the factor $\frac{1}{2}$ times $3\frac{1}{2}$.

These allocations will be made monthly by the State Department of Social Welfare based upon (1) reports of contributions and eligible case load from the W.P.A. as made to the W.P.A. and (2) upon statistical reports rendered by the counties of their indigent loads.

B. Distribution:

There are three methods of distribution, any one of which may be selected by the county at its own option:

1. Clothing will be allocated to the counties as explained above and the counties may distribute the garments through the county's own store or depot to all needy persons within the county, W.P.A., F.S.A., Ward Indians, and private social welfare agencies. The allotment of clothing will be based upon the report above plus the amount given to W.P.A., F.S.A., Ward Indians, and private agencies. In this instance each month the allocation will be delivered to the county store or depot in bulk. The county will then distribute the garments in accordance with an agreement between the county and the State Department of Social Welfare. The county will be notified each month of the total amount of allocation made to the county with a copy of an available clothing list. The allocation will be made on a money basis (cost plus 10 per cent not retail) and the county may select such garments for its relief loads as it desires providing the garments are made available on the available list. Determination of eligibility of persons to receive the garments and the amount is to be made by the county with the proviso that all persons must be determined to be in need.
2. Clothing will be allocated to the counties as explained above and the counties may distribute the garments through the county's own store or depot to clients of the county welfare department. Distribution to the W.P.A. and other categories may be by the State depots from clothing other than that allocated to the county welfare department. Counties may distribute clothing to F.S.A. and private social welfare organizations out of that stock of garments for the county welfare clients to be reimbursed by the State for such distribution in a subsequent month.

In this instance each month the allocation will be delivered to the county store or depot in bulk, the county then to distribute the articles as outlined in No. 1 above.

The county is to send to the State Department of Social Welfare at Sacramento monthly in advance its order for clothing, such order to be placed on a prescribed order form and in accordance with the available clothing list previously given to the county. The county is then to keep a book inventory and to make a physical inventory at the end of each calendar quarter, and to render to the State Department of Social Welfare at Sacramento a book inventory once each month. The county shall keep on file in the clothing store or depot an order, giving the name, case number, and other identifying information on each case to which clothing is issued and the individual case record shall contain either a copy of the order, in the chronological record, or otherwise a record of the fact that the clothing was issued to the person or family who was found to be in need and the date thereof.

Further, a county may accumulate garments to an amount equivalent to a four months' allocation but should the county inventory at any time exceed the equivalent of a four months' allocation future orders will be reduced to the extent that the inventory exceeds the equivalent of a four months' allocation.

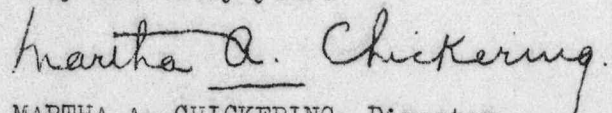
3. Clothing will be distributed by the State Commodity distribution depots located throughout the State on individual orders by the counties. The counties will be notified each month of the total amount of allocation made to the county with a copy of an available clothing list. The allocation will be made on a money basis and the county may select such garments for its relief load as it desires, providing the garments are made available on the available list.

All clothing which has been allotted and distributed either through the State Depot or through county depots is for persons determined to be in need.

It will be necessary for each county to make its choice of which one of the three methods of operation outlined above the county wishes to use as its operating procedure for the distribution of W.P.A. fabricated clothing. When the county has decided under which plan it desires to operate, a letter should be forwarded to the State Department of Social Welfare requesting the necessary agreement for the plan chosen. Upon receipt of the request for the agreement, the Department will forward the appropriate agreement to the county for signature.

Unless an agreement has been signed by the county and the State Department of Social Welfare, it may not be possible to continue distribution of clothing after April 1 in that county. Therefore, so as to prevent as much as possible dislocation of regular clothing distribution, the county should negotiate one of the three agreements before April 1.

Very sincerely yours



MARTHA A. CHICKERING, Director
Department of Social Welfare

Attach.

(Authority: Chapters 878 and 879, Statutes of 1941)
Sections 103, 116, 120, Welfare and Institutions Code)

I. Allocation and Distribution

See first three pages of Bulletin #177 attached.

II. Eligibility Standards

The following are eligible to receive clothing produced on WPA projects subject to the limitations in Paragraph III:

- A. Persons determined to be in need by the CWD. The monthly clothing allowance for which these persons are eligible shall be determined by the CWD and may be in excess of the maximum clothing allowances established by the schedule following Paragraph II-F.
- B. Persons in receipt of relief from other welfare agencies authorized by the CWD to participate in distribution of clothing. The monthly clothing allowance for which these persons are eligible shall be established by the aggregate of orders issued by the authorized agency, subject to limitations established by the CWD, but this allowance shall not exceed the maximum clothing allowance established by the schedule following Paragraph II-F.
- C. Families* with a member employed on a WPA project. The monthly clothing allowance for which these families are eligible is shown in the schedule following Paragraph II-F.
- D. Families* with a member certified and awaiting assignment to a WPA project, provided the family is not receiving relief from the CWD, an "authorized" welfare agency, the FSA or the U.S. Indian Agency. The monthly clothing allowance for which these families are eligible is shown by the schedule following Paragraph II-F.
- E. Families in receipt of migratory labor grant assistance from the FSA (i.e., receiving blue food stamps, foodstuffs purchased by the FSA, or cash). The monthly clothing allowance for which these families are eligible shall be established by the aggregate of orders issued by the FSA but this allowance shall not exceed the maximum clothing allowance established by the schedule following Paragraph II-F.
- F. Ward Indians living on reservations and receiving assistance from a U.S. Indian Agency. The monthly clothing allowance for which these Indians are eligible shall be established by the aggregate of orders issued by the U.S. Indian Agency but this allowance shall not exceed the maximum clothing allowance established by the schedule that follows:

*Persons living in the household, wholly or partially dependent on the member certified or assigned for WPA employment, and who are not in receipt of aid from the CWD, an "authorized" welfare agency, the FSA or the U.S. Indian Agency.

Maximum Clothing Allowance* Schedule

A 1-person family** with a total income not exceeding \$32.89, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$2.00 for each month or part of a month in which the family is eligible.

A 2-person family** with a total income not exceeding \$53.64, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$4.69 for each month or part of a month in which the family is eligible.

A 3-person family** with a total income not exceeding \$68.98, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$6.44 for each month or part of a month in which the family is eligible.

A 4-person family** with a total income not exceeding \$81.52, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$7.70 for each month or part of a month in which the family is eligible.

A 5-person family** with a total income not exceeding \$94.13, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$8.98 for each month or part of a month in which the family is eligible.

A 6-person family** with a total income not exceeding \$106.56, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$10.00 for each month or part of a month in which the family is eligible.

A 7-person family** with a total income not exceeding \$118.20, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$11.01 of clothing per month.

An 8-person family** with a total income not exceeding \$128.20, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$12.22 for each month or part of a month in which the family is eligible.

A 9-person family** with a total income not exceeding \$137.93, exclusive of WPA clothing, shall be allowed a maximum clothing allowance of \$13.41 for each month or part of a month in which the family is eligible. Families with 10 or more eligible members may receive supplementary allowances on an emergency basis.

Charges against the allowance shall be the value of items actually issued to eligible persons rather than the total amount of clothing ordered.

Unused portions of monthly allowances for all categories of families except CWD families, shall accumulate so long as the family is eligible in consecutive months, but such allowances shall not accumulate in excess of twice the current

*Clothing allowances are based upon values established by the S.D.S.W. in accordance with Paragraph I and these values should not be confused with retail prices.

**Count only those persons in the family eligible for clothing.

monthly clothing allowance established by the schedule following Paragraph II-F. No accumulation is provided for CWD families since the CSD may always issue to such cases any amount of clothing as determined by need.

A family which becomes eligible under more than one category (i.e., CWD, WPA, FSA, etc.) consecutively in a given month shall be eligible to receive during that month not more clothing under all categories combined than the maximum allowance established by the schedule following Paragraph II-F, unless the last category is CWD. If the last category is CWD, the maximum allowance established by the schedule following Paragraph II-F does not apply since the CWD may always issue to such cases any amount of clothing as determined by need.

Families eligible under Paragraphs II-B through II-F are eligible to receive allowances in excess of the schedule following Paragraph II-F in cases of emergency as defined by the respective agencies.

III. Basis for distribution of clothing by the CWD.

If the CWD elects to distribute clothing to any or all of the following categories it shall issue to categories it serves amounts not in excess of allowances and accumulations provided for in Paragraph II:

- A. To an eligible CWD person, when there is a statement in its records that the person has been determined to be in need.
- B. To an eligible other-welfare agency person when it receives an order signed by an authorized agency representative stating at least the following information: 1 - case name, 2 - case number, 3 - case address, 4 - number of persons in family, 5 - total income and sources of income, 6 - mention that the family is receiving relief from the agency, 7 - either the amounts and sizes of specific clothing or the value of items the recipient may obtain on the basis of his own selection, 8 - name of agency, and 9 - date of order.
- C. To a family with a person employed on WPA, when it receives a verbal or written request for clothing from the person working on WPA for whom it has received, during the past twelve months, a statement from the WPA establishing the eligibility of the family, provided such eligibility has not been canceled by subsequent notices from the WPA. The statement establishing eligibility shall contain at least the following: 1 - case name, 2 - identification number, 3 - case address, 4 - number of eligible persons in family, 5 - WPA wage, 6 - other income and sources of income for eligible persons in family, and 7 - date of statement.
- D. To a family with a person awaiting assignment to WPA and not eligible under any other category, when it receives a verbal or written request for clothing from the person awaiting assignment to WPA, provided: 1 - a "Notice of Certification" R-E-2* has been received

*For families awaiting assignment, prior to the date the CWD initiates this procedure statements will be submitted to it by the WPA or the Stamp Issuing Office containing at least the following information: 1 - case name, 2 - identification number, 3 - case address, 4 - number of eligible persons in family, 5 - total income and sources of income for eligible persons in the family, and 6 - date of statement.

from the WPA, 2 - the CWD's records show the family eligible, 3 - eligibility has not been canceled by subsequent notices from the WPA, and 4 - a renewal has been received if a 90-day period has elapsed since the date shown on the R-E-2.

- E. To an eligible FSA family, when the CWD receives an order signed by an authorized FSA representative stating at least the following information: 1 - case name, 2 - case number, 3 - case address, 4 - number of persons in family, 5 - total income and sources of income, 6 - mention that family received assistance from the FSA during the month, 7 - either the amounts and sizes of specific items or the value of items the recipient may obtain on the basis of his own selection, 8 - name or location of the FSA branch office, and 9 - date of order.
- F. To an eligible Indian family, when it receives an order signed by an authorized representative of the U.S. Indian Agency stating at least the following information: 1 - case name, 2 - case number, 3 - case address, 4 - number of persons in family, 5 - total income and sources of income, 6 - mention that family is receiving assistance from the U.S. Indian Agency, 7 - either the amounts and sizes of specific items or the value of items the recipient may obtain on the basis of his own selection, 8 - name of location of the U.S. Indian Agency branch office, and 9 - date of order.

The CWD may honor emergency orders received from "authorized" welfare agencies, the WPA, the FSA and the U.S. Indian Agency and signed by their respective representatives authorized to issue emergency orders.

IV. Minimum Accounts and Records to be Kept by CWD

The CWD shall maintain available for ready reference by the SDSW at least the following records on the WPA produced clothing it distributes:

- A. Documents substantiating eligibility as previously defined.
- B. Signed orders acknowledging receipt of clothing.
- C. Accounts evidencing that issuances have not been in excess of allowances established in Paragraph II.
- D. Any other records the CWD considers necessary to enable it to furnish to the SDSW on or before the eighth day of each month the following information separately for each category of family that it serves: 1 - number of different families served during the preceding month, 2 - total number of persons in these families (count for each family the greatest number of persons therein at any time clothing was issued to the family during the preceding month), and 3 - the amount of clothing issued to these families during the preceding month based upon values established by the SDSW.
- E. Records necessary to permit the rendering to the SDSW a book inventory and an accounting of receipts and disbursements of clothing by item, type and size at the end of every calendar month. And in addition, at the end of each calendar quarter a physical inventory by item, type and size shall be reported to the SDSW.

- F. It is expected that the CWD will keep a control to prevent issuances of clothing in excess of the remaining balance in the county's allocation.

The CWD may maintain these records and accounts in any location and in any manner facilitating ready reference and on whatever forms it determines necessary in order to coordinate its accounting for clothing with other accounting functions. Therefore, the following is merely a suggestion of what is considered one simple procedure for controlling issuances and obtaining information on families and persons served and data on amounts of issuances:

The CWD could prepare a ledger card for each family to which it issues clothing and could post on this card, against allowances entered thereon, the value of issuances, the category of the family, the date of issuance, and the number of persons in the family at time of issuances. From these ledger cards the CWD could easily obtain information on families and persons served and data on amounts of issuances.

V. Information Required if the SDSW is the Distributing Agency

If the SDSW is the distributing agency for any or all of the following categories information as follows must be furnished to it before issuances can be made:

- A. For eligible CWD persons, the CWD must forward to the proper SDSW warehouse signed orders in a form* acceptable to the SDSW stating at least the following information: 1 - case name, 2 - case number, 3 - case address, 4 - number of eligible persons in family, 5 - mention that the family has been determined to be in need, 6 - either the amounts and sizes of specific clothing or the value of the items the recipient may obtain on the basis of his own selection, and 7 - date of order.
- B. For eligible other-welfare agency persons, the authorized agency must forward to the proper SDSW warehouse signed orders in a form* acceptable to the SDSW stating at least the following information: 1 - case name, 2 - case number, 3 - case address, 4 - number of eligible persons in family, 5 - total income and source of income, 6 - mention that the family is receiving relief from the agency, 7 - either the amounts and sizes of specific clothing or the value of items the recipient may obtain on the basis of his own selection, 8 - name of the agency, and 9 - date of order.

If the CWD desires it may make arrangements with the SDSW that no orders from "authorized" welfare agencies be filled without the CWD's general or specific approval.

- C. For families with persons awaiting assignment to WPA and not eligible under any other category, the CWD must forward the following information: 1 - case name, 2 - identification number, 3 - case address, 4 - number of eligible persons in family, 5 - total income and sources of income for eligible persons in family, and 6 - date of statement. Information on changes in or renewal of eligibility will be received from the WPA and/or stamp issuing office.

*(to be furnished in triplicate)

- D. It is expected that the CWD will keep a control to prevent issuances of clothing in excess of the remaining balance in the county's allocation.
- E. For all other categories, the WPA, the FSA, and the U.S. Indian Agency will forward necessary information to the SDSW warehouse. The CWD will have no responsibility for initiating or forwarding documents on these families.

No items will be issued the family in lieu of items shown on the orders unless the orders specifically provide that the SDSW may do so. Clothing orders shall be voided by the SDSW when the family receives all or any number of the items or all or any part of the value requisitioned or if the order is not presented within 20 days of its date of issuance. In such instances, it shall be necessary for the order-issuing agency to prepare a new order if the agency still desires the family to receive such clothing when the article or articles requested are available in the SDSW's stock.

Regular clothing orders will be honored by SDSW warehouse only in amounts compatible with the allowances and accumulations provided for in Paragraph II of this bulletin. The SDSW will honor emergency orders, designated as such by the order-issuing agency and signed by the agency representative authorized to issue emergency orders.

STATE DEPARTMENT OF SOCIAL WELFARE
SPECIAL ACTIVITIES APPROPRIATIONS
Division of Commodity Distribution

March 3, 1942

FISCAL INSTRUCTIONS (For Division of Commodity Distribution Only)

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STATE DEPARTMENT OF SOCIAL WELFARE
Special Activities Appropriations
Division of Commodity Distribution

March 2, 1942

FISCAL INSTRUCTIONS (For Division of Commodity Distribution Only)

Instructions contained in this bulletin are effective immediately. All previous bulletins and memoranda concerning fiscal instructions are hereby canceled.

The following terminology is used in this bulletin:

1. Supervisor means either the Supervisor of Commodity Distribution or the Supervisor of Commodity Stamp Distribution.
2. Office means either Stamp Issuing Office, warehouse, or any other unit in the Division of Commodity Distribution.
3. Manager means the person in charge of an "office".

Requests for expenditure of funds shall be routed as follows:

I. DIRECT DISTRIBUTION:

- a. From depot, to district warehouse, to area warehouse to Supervisor of Commodity Distribution to Division of Financial Administration.
- b. From base warehouse to Supervisor of Commodity Distribution to Division of Financial Administration.

2. STAMP PLAN:

- a. From Stamp Issuing Office to Supervisor of Commodity Stamp Distribution.
- b. From Area Supervisors to Supervisor of Commodity Stamp Distribution.

Wherever in this bulletin it mentions a "manager will forward a request to his Supervisor" the above routing is implied.

Persons approving requisitions will notify the requisitioner only that they have done so. The Division of Financial Administration will also notify the requisitioner only, except that on service agreements and leases it will forward to the Supervisor also a copy of the agreement. Instructions on how to request personnel, supplies, services, and equipment follow:

I. Personnel

A. Requests for Personnel

Requests for personnel shall be made by managers of their Supervisor and by the Supervisor of the Departmental Personnel Officer and Departmental Accounting Officer in the same manner

as such requests are now made. Complete and revised instructions on requesting personnel will be issued in three or four months.

B. Attendance Reporting

1. Submission of Weekly Attendance Reports

Managers will prepare Attendance Reports, SAA 12 (formerly SRA-433) covering persons under their supervision and will submit one copy of the same each Saturday to the Payroll Record Section, 616 K Street, Sacramento, covering attendance during that week and also at the end of the month covering attendance for days subsequent to the last weekly report submitted.

In recording attendance on the SAA 12 the codes shown on the reverse of the form shall be used.

Weekly Attendance Reports, SAA 12, shall be signed by both the person taking the attendance and the manager.

The attendance clerk shall maintain a file of SAA 11's substantiating the manner in which absences were charged on the SRA-433.

2. Other Reports Required

a. Teletypes Reporting Deviation in Attendance

In addition to the weekly attendance reports submitted it is necessary that persons in charge of stamp issuing offices, warehouses, and depots transmit to the Payroll Record Section on each of the LAST THREE WORKING DAYS OF THE MONTH a teletype indicating any new appointments, separations, and absences including a brief statement as to what the absence is to be charged. If there is nothing to report, the words "Nothing to Report" shall be teletyped in order to give the Payroll Record Section positive information on which to base the payroll. The first of these three teletypes shall cover deviations in attendance not only for the day on which it is transmitted but also any other days intervening between that day and the last day covered by the previous weekly attendance report. For example, the teletype submitted February 26 should cover deviations in attendance for February 23, 24, 25, and 26 but the teletypes submitted February 27 and February 28 should cover only the day on which they are sent.

b. Skeleton Force

At times you will receive notices that on a certain day

or portion of a day only a "skeleton force" is necessary to keep the office open. Information as to persons working such skeleton forces should be forwarded to the Payroll Record Section by the manager where such "skeleton force" is worked. Such skeleton force time will be credited to the employee's time record in the Payroll Record Section and may be taken at a later date.

c. Appointments and Separations

In addition to their being indicated on the weekly attendance reports and in teletypes from the offices, appointments and separations shall be reported immediately by memorandum as they occur by the Supervisor of Commodity Distribution and the Supervisor of Commodity Stamp Distribution to the Payroll Record Section, giving date of appointments and separations, names, titles, and salaries.

3. Bases on which Sick Leave and Vacation are Earned

a. Sick Leave

Sick leave is earned at the rate of one day per month of service and may be used after one month of continuous service. If absence is caused by illness, Request for Sick Leave, Form 634, must also be completed in triplicate and signed by the employee and his immediate supervisor. If absence is for more than two days, the signature of a physician is required. If the absence is for more than two days, and the services of a physician were not required, a statement signed by the immediate supervisor may be typed on the forms stating that an investigation has been made and that there is ample evidence that the employee was absent for the reason specified. The completed forms should be forwarded attached to the SAA 12 on which the sick leave is reported if the immediate supervisor is in the same location as the person claiming sick leave. If the immediate supervisor is not in the same location as the person claiming sick leave, the immediate supervisor shall be instructed by the person forwarding to him the sick leave forms that he should forward such forms immediately and directly to the Payroll Record Section. A notation should be attached to the attendance report that the reason the sick leave forms are not attached is that they will be forwarded directly by the immediate supervisor who is located elsewhere.

b. Vacation

Vacation is earned at the rate of one and one-fourth ($1\frac{1}{4}$) days for each month's, or major portion of month's, service

and is available to employees after six (6) months of continuous employment.

II. Supplies and Printing and Binding

A. Ordering

All general office supplies, general janitorial supplies, approved mimeographed and printed forms, and operating supplies (other than automotive supplies) should be obtained by offices directly from base warehouse stock rooms at 1308 Factory Place, Los Angeles, or 200 Paul Avenue, San Francisco.⁽¹⁾ Offices requisitioning such supplies from a base warehouse should prepare Requisition of Office Supplies, Form AA-6, in duplicate (indicating in the left-hand margin the inventory at time of ordering), file one copy, and submit to the base warehouse the other bearing the signature of the employee in charge of the requisitioning office. Requests of district warehouses and depots shall bear the area warehouses approval. Otherwise AA-6's will flow directly from the requisitioner to the base warehouse.

If the base warehouse does not have the requested supplies in stock and cannot obtain them directly from the Bureau of Purchases stock rooms located in Los Angeles and San Francisco, respectively, there will be a delay in the filling of the order and the requisitioner will be so notified by the base warehouse.

Requests for all supply articles not obtainable from base warehouses (i.e., not mentioned above) shall be made on Purchase Estimate, Form 66,⁽²⁾ or Printing Estimate, Form 67⁽³⁾ (to be used for printing, including envelopes and letterheads, and rubber stamps only), over the signature of the employee in charge of the warehouse, depot, or stamp issuing office requisitioning the supplies. On an attached memorandum should be noted an explanation as to the need for the supply requested.

Requests for printed forms should be accompanied by one copy of the form desired, and if any changes have been made in the form

- (1) Warehouses under the jurisdiction of the Southern Base Warehouse will order from Los Angeles; those under the Northern Base Warehouse will order from San Francisco. Stamp issuing offices located or to be located in San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, San Diego, San Bernardino, Riverside and Imperial counties will order from Los Angeles. All others will order from San Francisco.
- (2) Separate sets of Form 66's shall be made for each of the following three types of supplies: (a) General office supplies such as pencils, carbon paper, clips, etc., (b) Janitorial supplies such as mops, soaps, hand towels, etc., (c) Maintenance supplies, such as light globes, paint, hardware, etc.
- (3) Letterheads and envelopes shall be ordered on Form 67's separate from those requesting printed forms. Requests for rubber stamps should show the size of the stamp and the type of printing desired.

the Supervisor shall initial them before forwarding the form and the Printing Estimate.

Form 66 shall be submitted in quadruplicate with carbon inserts and Form 67 in quintuplicate with carbon inserts by the office to the Supervisor. Supervisors will forward to the State Department of Social Welfare, Division of Financial Administration, 616 K Street, Sacramento, all copies received on requests they approve. That division will process the same if funds are available, and delivery will be made by the vendor directly to the requisitioning office.

Beginning with needs for the month of April, 1942, supplies shall be ordered only once for each month except in case of emergency. Orders for all supplies that cannot be obtained from the base warehouses must be received by the Division of Financial Administration at least 21 days in advance of the first day of the month for which the supplies are needed. Orders for supplies that are obtainable from the base warehouses must be received by those warehouses at least seven days in advance of the first day of the month for which supplies are needed.

B. Stock Received Reports

A Stock Received Report, Form 106, (use Materials Received Report, SRA 344, until supply is exhausted) shall be submitted in original only by the receiving office to the base warehouse immediately upon receipt of supplies not received directly from the vendor. Supplies received directly from the vendor shall be acknowledged as received on a Form 106 (or SRA 344) sent to the Division of Financial Administration in original only.

C. Mimeographing

1. Re-orders of mimeographed forms and instructions shall be requested on Form AA-6 in the same manner as supplies stocked in the base warehouse. Such forms and instructions can be "run" in the base warehouse if duplicating equipment is available to such warehouse. However, it must be run in exactly the same form as the approved forms or instructions already distributed, and the Base Warehouse Manager each week shall prepare for the Supervisors a report indicating the number and type of forms "run" during the week for their respective program. If no mimeographing equipment is available in the base warehouse, "re-runs" of forms and instructions shall be requested by the Base Warehouse Manager of the Supervisors on DFA 107. The Supervisors shall forward requests approved to the Mimeograph Section, Sacramento.
2. Requests for mimeographing forms and instructions not yet approved by the Supervisor of the Commodity Distribution Program concerned shall be forwarded by the person making the

request to his immediate superior and so forth along the lines of organization established until such request reaches the Supervisor of the program concerned. This Supervisor will prepare an AA-6 requesting the base warehouse to "run" and distribute the forms to all offices concerned in the State if the base warehouse located in the city where his office is located has a mimeograph machine. Otherwise he will prepare a DEA-107 and forward it to the Mimeograph Section.

3. No acknowledgement of receipt of mimeographed forms need be made.
4. At the end of each month each Base Warehouse Manager shall notify the Supervisors concerned of the approximate inventory of all mimeographed or printed forms in their warehouses.

III. Communications

A. Telephone

1. Request for new or Additional Services

Offices requiring new or additional telephone services shall contact the telephone company and obtain a full description of the most economical type of equipment needed to fulfill the requirements, the installation charge and monthly service charge for the same. These data shall be incorporated on a Public Utilities Request, SAA 14. No Form 66's shall be submitted. The memorandum shall also show the address where the service is to be installed together with the address of the phone company. This memorandum shall be routed by the office to the Supervisor who shall, if he approves the request, forward the memorandum to the Division of Financial Administration. That division will notify the telephone company of what services it is authorized to install and shall send a carbon copy of this authorization to the requisitioning office.

2. Long Distance Calls

One copy of Notice of Long Distance Phone Call, SAA 13, shall be prepared immediately after each call, by the office doing the telephoning unless the call is collect. When an employee in the field telephones collect to your office, the employee accepting the collect telephone call is responsible for making the certification.

At the end of each monthly billing period your office will receive from the Division of Financial Administration a copy of

toll charges billed by the telephone company. This billing shall be compared with SAA 13's in file. If any charge is incorrect, your office shall clear the matter with the telephone company and amendments of the charges noted on the bill. The SAA 13's shall then be arranged in the order that changes appear in the bill and shall be forwarded directly to the Departmental Accounting Officer in Sacramento in support of the bill.

B. Telegrams

1. Teletypes shall be sent in lieu of telegrams whenever possible because the latter are considerably more costly.
2. Telegrams shall contain in the lower left-hand corner the words: "Charge to Special Activities Appropriations". In the lower right-hand corner they shall show the program concerned, i.e., one of the following: D.C.D. Administration (to be used by 821 Market Street, San Francisco, only), Stamp Plan Operation, Direct Distribution Operations, Accounting, W.P.A. Sponsorships, C.C.C. Enrollment or W.P.A. Referrals.
3. Immediately following the close of each month each office shall forward to the Division of Financial Administration a "book" composed of one copy of each telegram sent or received collect during the month. This set of copies is needed so that the monthly telegraph bill can be paid by the Division of Financial Administration.

C. Teletypes

1. Teletypes shall be sent in lieu of telegrams whenever possible because the latter are considerably more costly.
2. Teletypes shall contain in the lower left-hand corner the words: "Charge to Special Activities Appropriations". In the lower right-hand corner they shall show the program concerned, i.e., one of the following: Division of Commodity Distribution, Administration (to be used by 821 Market Street, San Francisco, only), Stamp Plan Operation, Direct Distribution Operations, Accounting, W.P.A. Sponsorships, C.C.C. Enrollment, or W.P.A. Referrals.
3. Immediately following the close of each month each office shall forward to the Division of Financial Administration a "book" composed of one copy of each teletype sent during the month. This set of copies is needed so that the monthly teletype bill can be paid.

4. Teletype stations are located in 33 cities and towns throughout the State. In sending a teletype from Los Angeles, San Francisco, or Sacramento, the control stations shall be used. Elsewhere, the facilities of various sheriffs' offices, police departments, and Department of Motor Vehicle stations, etc., should be used. Following is a list of the locations and call letters of the various teletype stations:

CITY	CONTROL*	SHERIFF'S OFFICE	POLICE DEPT.	DEPARTMENT OF MOTOR VEHICLES
Bakersfield		BKF		
El Centro		ECT		
Eureka		EKA		
Fresno			FRN	
Long Beach			LBP	
Los Angeles	LOS	LSH	LOP	MVL
Madera		MDA		
Martinez		MRT		
Merced				MCD
Modesto			MOD	
Napa		NAPA		
Oakland		OAK	OAP	
Oroville		OROV		
Red Bluff		RBF		
Redding				RDG
Redwood City		RDC		
Reno, Nevada		RNO	RNO	
Riverside		RVS		
Sacramento	SAC		PDS	MVS
Salinas		SNS		
San Bernardino		SBO		
San Diego		SDG	SDP	
San Francisco	SFO		SFP	
San Jose		SJS		
San Luis Obispo		SLS		SLO
San Rafael		SRF		
Santa Ana		SAA		
Santa Cruz			SCR	
Santa Barbara		SBB		
Santa Rosa		STR		
Stockton			SKN	
Truckee	(Located at State Agricultural Checking Station)			
Vallejo			VLO	
Ventura		VTI		
Visalia		VSL		
Yreka				YKA

*Control stations are switchboard and transmitting stations of the Division of Criminal Identification and Investigation.

IV. Postage

- A. Postage shall be ordered by warehouses quarterly and fifteen days in advance of the commencement of the quarter concerned. Upon receipt of this bulletin offices shall order a sufficient supply of stamps to meet postal needs through March 31, 1942. Should an amount of stamps requested for a quarter not be sufficient for the period for which it is requested a supplemental postage order should be prepared fifteen days in advance of the time additional postage will be needed. Postage shall be ordered by Stamp Issuing Offices in the same manner but on a monthly basis.
- B. All postage shall be requested on Form 66 which shall be prepared in quadruplicate with carbon inserts and forwarded by the requisitioner to his Supervisor, who will in turn forward it to the Division of Financial Administration. The Form 66 shall indicate (1) the period covered by the requisition, (2) the number of stamps of each denomination desired, and (3) the total value of stamps on hand at the time the requisition is made.
- C. Requests for rental or renewal of rental of post office boxes shall be made on Form 66's in quadruplicate with carbon inserts fifteen days in advance of the date needed and shall be forwarded from the office to the Supervisor. Such requests must show the post office box number and the quarterly rental.
- D. Stamped envelopes or postcards which are ruined in addressing should be accumulated and returned to the post office for refund of two-thirds of their face value.
- E. Employees paying postage due on mail received at department offices may claim reimbursement for the same monthly on the regular travel expense voucher. Not more than one person in each office shall submit such claims, however.

V. Travel

IMPORTANT

Employees traveling on official State business should be thoroughly familiar with the rules and regulations covering such travel.

All claims should be submitted in accordance with the rules contained herein in order to avoid rejections, deletions and delay in payment due to questioning by the State Controller.

A. Authorization

At least 15 days prior to the commencement of each fiscal quarter employees in charge of offices shall request on an office memorandum of the Supervisor of their Commodity Distribution Program an allotment for travel during the ensuing quarter. The Supervisor of

each Commodity Distribution Program will review these requests and will allot from funds available for traveling a certain amount to each traveler for travel during the fiscal quarter. This information will be forwarded to the travelers in duplicate. The traveler shall certify on one copy thereof as follows: "I agree that my travel for the period _____ to _____ will not exceed \$ _____ unless prior authorization is received from the Supervisor increasing this amount."

Traveler

The copy of the authorization bearing the traveler's signature shall be returned to the Supervisor. An employee may at any time consult the Supervisor for information on the balance remaining in his quarterly allotment. NO TRAVEL CLAIMS WILL BE PAID UNLESS THERE EXIST FUNDS IN THE TRAVELER'S ALLOTMENT TO COVER THE SAME.

B. Revolving Fund Advances

As a general practice, no advances will be made for travel, however:

1. After an employee has incurred expenses for travel on official business he may obtain reimbursement for such expenditures from the revolving fund after audit by the Departmental Accounting Officer of expense vouchers submitted. Approximately two days are required to permit audit and completion of accounting and claims schedules after their receipt by the Division of Financial Administration from the Supervisor before advances can be made. A longer period will be required the first time an advance is requested since a power of attorney must be prepared.

To obtain an advance for travel completed the employee should staple a memo requesting the same to the expense vouchers submitted. This memo must be initialed by the Supervisor.

2. If, in emergency cases, an employee finds it imperative to obtain an advance before undertaking travel he may ask his Supervisor to request of the Director approval of an advance not in excess of \$50.00 provided the employee has an amount of accrued wages sufficient to serve as full security for the advance.

C. Travel Regulations

1. Headquarters

- a. Headquarters must be established for every State employee. No traveling or hotel expenses will be allowed an employee at his headquarters except as outlined in "e" below.

- b. An employee remaining in one location for more than one month shall be deemed to have established his headquarters at such location. Per diem allowance, or allowance for hotel and meals at such location thereafter shall be discontinued.
- c. Employees with headquarters in San Francisco, Oakland, Alameda or Berkeley will not be allowed hotel accommodations in cities on San Francisco Bay.
- d. Employees with headquarters in Los Angeles will not be allowed hotel accommodations in districts within 25 miles of the State Building in Los Angeles.
- e. Employees with headquarters in Los Angeles may be allowed meals in the outlying districts of that city when the necessity therefor is explained in a manner satisfactory to the controller.
- f. An employee on State business may not claim any expenses incurred in the city of his legal residence.

2. Transfer of Headquarters

- a. Transfers of employees from one part of the State to another fall into one of two categories:
 - (1) Transfers made at the request of the State Department of Social Welfare.
 - (2) Transfers made at the employee's own request, or transfer due to promotion to a higher classification.
- b. Employees whose transfers fall within category (1) may receive an allowance for per diem or subsistence plus transportation at common carrier rates between work assignment points. Supervisors should advise employees being transferred under this category in advance of the transfer as to what, if any, per diem allowance will be made. The number of days per diem allowed will be set by the Supervisor, depending upon the circumstances in individual cases, but to comply with State Board of Control Rule No. 108, such allowance shall not exceed one month. The effective date of the employee's transfer should be indicated on personnel documents as the day following the last day for which per diem is paid.
- c. Employees whose transfers fall within category (2) will not be eligible for allowances for per diem or subsistence or transportation.

3. Travel by Common Carrier

- a. All tickets shall be purchased by the person traveling, and reimbursement shall be made upon the submission of

a proper expense account. At the time a ticket is purchased from any common carrier it will be necessary for the traveler to complete a Certificate of Federal Tax Exemption on Transportation, AA 52. Railroad and bus ticket offices will not furnish such certificates. Airplane companies will furnish such certificates to their travelers.

Travelers cannot be reimbursed for transportation tax. Each traveler must, therefore, complete this form when a ticket is purchased or must personally assume the Federal tax. AA 52's may be obtained from the base warehouse stockrooms.

- b. Special rate tickets, through tickets, excursion tickets, reduced rates, round trip and party tickets should be secured wherever practicable and economical.
- c. When it is necessary to use extra fare trains and other superior accommodations, a full explanation stating the facts constituting the official necessity must accompany the expense account together with a receipted supporting document except that where the trip is made by train not equipped with standard Pullman but is equipped with "roomette" accommodations, reimbursement may be claimed for roomette service upon presentation of voucher, without the necessity of such explanation.
- d. Charges for Pullman car accommodations must be supported by the berth receipt.
- e. Unused portions of railroad, bus, steamer, airplane and Pullman tickets are subject to refunds, and it shall be incumbent upon the individual to secure such refunds where possible. Round trip fares can be claimed only after the return trip has been made.
- f. An unusual delay or a deviation from the shortest usually traveled route shall be fully explained. If due to causes beyond the control of the individual, additional travel expenses may be allowed.
- g. Reimbursement for use of taxis and hotel buses may be claimed if such services were incurred for the purpose of transportation of official documents or official baggage.
- h. Airplane Travel:

A Board of Control rule provides that claims for airplane travel in excess of the aggregate cost of railroad, berth and meals shall not be allowed, unless authorization therefor in writing has been obtained in advance from the Department of Finance. If allowed, the claim shall not exceed the amount shown in the latest regular published airplane tariffs.

However, travel between San Francisco and Los Angeles on the United Air Lines Boeing Speedliner planes at the State rate of \$11.82 for one way or \$23.63 for round trip is allowable and does not fall within this rule.

In order to secure the State rate, the price of the fare at such rate must be forwarded by the traveler to the office of the Department of Finance in Los Angeles, San Francisco, or Sacramento and their purchase order ticket secured prior to making the trip.

Only employees planning to use the air service extensively should request United Air Lines Credit Cards, which automatically entitles the user to travel at State rates.

If regular rates are paid, the employees must assume personally the difference in price between the regular rate and the State rate.

4. Travel by State-Owned Automobile

- a. State-owned vehicles shall be used for official State business only.
- b. Under Section 400 of the Vehicle Code (1939:1020:2823) the State is responsible for any damage resulting from the negligent operation of an automobile by a State employee when he is acting within the scope of his employment.

The contingent liability imposed by Section 400 has possibilities of reaching the unauthorized use of State-owned automobiles for other than official business. In such an instance, the need for the State to avail itself of the further provisions of Section 400, authorizing the recovery of judgment against the employee responsible would necessarily be very positive.

- c. Operators should keep their immediate supervisors currently informed regarding any needed repairs to vehicles so that arrangements may be made for necessary repairs before they develop into emergencies.
- d. Charges for the storage of State-owned automobiles in public garages may be allowed, except in the City of Sacramento. All charges for storage, other than those for public garage, shall bear a certification by the claimant that the garage for which rent is being claimed is not located at his place of residence. Charges for storage at an employee's home will not be allowed.

- e. Charges for necessary "day parking" may be claimed only if such expenses were incurred in Los Angeles, San Francisco, Oakland, or cities where parking meters are installed.
- f. A Weekly Automobile Report (Department of Finance Form F265) is required to be completed only if a State-owned motor vehicle was used on a Sunday or holiday. This report is no longer required to indicate operations of State-owned automobiles during regular working days. The period covered by each report is not a calendar week from Sunday to Sunday but is rather by dates as: from the first of the month to the 7th of the month, 15th to the 21st, 22nd to the 28th, 29th to the last day of the month; all periods inclusive of the first and last days stated. Each report should be submitted directly to the Division of Financial Administration at the end of any reporting period during which travel occurred on a Sunday or holiday. The mileage reading should be taken at the end of each day and not at the beginning of each day. Fractions of miles are to be omitted.

There is space in the lower right-hand corner of the form for the signature of the driver. This is to be used only if you drive a car for the Sunday and all holidays occurring during the reporting period. If you use a car only for a portion of these non-working days, sign your name in the column headed "Distribution of Charges" opposite the day or days on which you had possession of the car. The space provided for the signature of your supervisor is to be left blank. It is also not necessary to complete the reverse side of the report or the column entitled "Distribution of Charges."

When a report is due, tear out the white and yellow copies and leave the pink copy in the book. If you discover a report that should have been submitted by someone else, remove it from the book and send it directly to the Division of Financial Administration together with your own report.

- g. To assure that this Department may forward reports of mileage traveled in each State-owned truck or car to the Department of Finance by their due date it is imperative that the following instructions be closely followed:

Custodians of automotive equipment are responsible for reporting directly to the Division of Financial Administration, with no copy to their Supervisor, on the first working day of each month, the speedometer readings as of the close of the previous month for all cars and trucks in their custodianship, including any such equipment loaned to other State agencies.

Area Warehouse Managers shall delegate to their district warehouses and depots the duty of reporting readings on equipment in such locations directly to the Division of Financial Administration in order to expedite that Division's preparation of the monthly report.

The report of speedometer readings should also indicate whether any of the equipment was not operated for a period of ten or more consecutive days. If so, the reports should show the period covered by the consecutive days the truck or car was not operated. These consecutive days need not be in the same month. For example, if a truck used on February 26 was not again used until March 11, the report should show as follows: "Not operated February 27 through March 10, inclusive." Such inactivity of automotive equipment always should be reported since it results in a refund to the State from the insurance company. This report to the Division of Financial Administration of monthly information must agree with daily mileage and operations reports.

One copy of the DD (SRA) 715 prepared from daily mileage and operations reports for each truck and passenger car shall be maintained in the office files and one copy of that form shall be forwarded to the Division of Commodity Distribution's Equipment Superintendent at 821 Market Street, San Francisco.

- h. At least 15 days prior to the commencement of each fiscal quarter managers shall request on an office memorandum of their Supervisor an allotment for minor repairs of automotive equipment (i.e., repair jobs not costing in excess of \$50.00 each) during the ensuing quarter. The Supervisors will review these requests and allot from funds available for minor repairs a certain amount to each office for the quarter. This information will be forwarded to offices in duplicate. The manager shall certify on one copy thereof as follows: "I agree that minor automotive repairs for my office for the period _____ to _____ will not exceed \$ _____ unless prior authorization is received from the Supervisor increasing this amount."

Manager

The copy of the authorization bearing this signature shall be returned to the Supervisor. An employee may at any time consult the Supervisor for information on the balance remaining in the allotment.

THE MANAGER WILL BE HELD PERSONALLY RESPONSIBLE FOR MINOR REPAIRS INCURRED OVER AND ABOVE THIS AUTHORIZED ALLOTMENT.

Managers may at any time without authorization expend up to \$15.00 for each repair job of automotive equipment provided funds are available in their allotment. On repair jobs costing between \$15.01 and \$50.00 they shall request authorization of their Supervisor on a memorandum explaining the job. It is impossible for the Supervisor to know how much of an allotment has been expended because he does not know what bills are outstanding; therefore, his approval is conditional, dependent on the availability of funds in the manager's allotment, and it shall be the responsibility of the manager to determine this from his records before making the expenditure.

Requests for repairs in excess of \$50.00, inasmuch as they are not deductible from this fund but must be covered by a Department of Finance contract prepared by the Division of Financial Administration. Such request must be accompanied by three bids together with a full explanation stating facts constituting the necessity for the repairs. This statement is needed so this Department may comply with State Board of Control Rule 119 (b).

All bills for repairs must contain the license number of the automobile or truck, must be initialed as correct by the manager, and sent to the Supervisor for posting. The Supervisor will forward them to the Division of Financial Administration for payment.

- i. Each State car contains a credit card to be used in purchasing gas, oil, grease, grease jobs and wash jobs only. Deliveries of gasoline may be obtained by credit card except in Sacramento. Purchase of gasoline in Sacramento is authorized only at the State Garage, 9th and L Streets, and the Highway Shop at 34th and R Streets. Therefore, claims for purchase of gasoline from Sacramento service stations will be disallowed. Gasoline and oil may be obtained in Los Angeles in the State Building at lower prices than at private service stations. Credit cards are obtainable directly from the Division of Financial Administration, and whenever a card is lost or stolen from the car, that Division should be notified directly. When contracts between the State of California and oil companies change, credit card will be changed in all State automobiles.

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Such items as spark plugs, oil filters, light globes, and other accessories are not to be purchased on credit cards. Operators of motor vehicles are hereby notified that on invoices covering the purchase of such articles, the employee purchasing the same on credit cards personally will be held liable for the difference between the price charged by the oil company and the lower price at which the State is able to obtain the articles unless an explanation satisfactory to the Bureau of Purchases is submitted. No wash jobs performed in Sacramento costing more than 75 cents are allowable. Cars will be washed for 75 cents by the Associated Oil Station at 9th and N Streets, Sacramento.

- j. If a State vehicle is involved in an accident with another automobile or any other object, regardless of how minor, Form 270, Report of Automobile Accident, must be prepared in detail immediately, in six copies. The operator shall submit five copies to the Division of Financial Administration and one copy to the Supervisor for his file within 48 hours after the accident has occurred. The space provided for signature of head of Department shall be left blank. Employees should make no comments or statements regarding the accident to anyone except police, State officers or an identified representative of the Pacific Indemnity Company, the agency with which the State has contracted with for motor vehicle insurance.

5. Travel by Privately-Owned Automobile on State Business

a. Permit

- (1) No employee will be authorized to travel by privately-owned motor vehicle and claim mileage until State of California Form No. 3, "Permit to Operate Privately-Owned Motor Vehicle on State Business," has been approved by the State Department of Finance.
- (2) All employees requesting permission to operate their own cars on State business must forward State of California Form No. 3, in triplicate, together with evidence of insurance coverage as outlined below, to their Supervisor for initialing of recommendation and forwarding to the Division of Financial Administration. After approval by the Division of Financial Administration and the State Department of Finance, the employee will be so notified.

- (3) State of California Form No. 3 is to be filed only for permission to use privately-owned automobile on official business for the first time. It is not necessary to submit new forms because of change of name, transfer of headquarters, etc.
- (4) Permits to operate privately-owned automobiles are subject to revocation for either of the following reasons:
 - (a) Non-payment of insurance premium.
 - (b) Evidence that the use of private automobile by the employee is not necessary to the performance of assigned duties.

b. Insurance

- (1) Public liability and property damage insurance in minimum limits of \$10,000/\$20,000 and \$5,000, respectively, must be carried covering the vehicle to be used before approval to operate a privately-owned motor vehicle on State business will be granted. Such insurance agreement must be with a company licensed to do business in this State.
- (2) If the employee carries insurance as specified at the time of employment, it is necessary only to obtain approval of State of California Endorsement, Form 4, by the insuring company, in accordance with instructions appearing on that form. When requesting an insurance company to execute a Form 4, the employee should advise it to return the form to him for submission to the Division of Financial Administration. These forms should not be sent to the Department of Finance by the employee or the insurance company.
- (3) Employees desiring to obtain a certificate form of coverage insuring the State of California only are advised that several blanket policies have been filed with and accepted by the State Department of Finance. The names of these carriers may be obtained by a direct request from the Division of Financial Administration. It should be remembered in purchasing this type of coverage that, in consideration of a reduced premium rate, the benefits of the policy extend only to the State of California (in case it should be sued as employer) and not to the employee; and that the policy is operative only during the time vehicle is used on official State business.

- (4) When an official permit to operate an automobile is issued by the State Department of Finance, its effective date will be made retroactive to include the date the employee actually started using his automobile for official business.

c. Reimbursement for Mileage Traveled in a Privately-Owned Automobile Authorized by Permit to be Used on State Business

- (1) The maximum rate for which a claim may be allowed for the use of privately-owned automobile is $5\frac{1}{2}\phi$ per mile for the first 500 miles traveled in any calendar month and 4ϕ per mile for each mile traveled thereafter during any calendar month, regardless of road conditions. The payment of mileage is for use of the automobile and applies irrespective of the number of persons occupying the automobile.
- (2) Ferry, bridge or toll charges for transportation of automobile and driver may be claimed in addition to mileage.
- (3) No garage, repairs, tires, gasoline, oil, parking, storage, or other automobile expense may be claimed.
- (4) Mileage resulting from travel between home or garage and headquarters may not be claimed.
- (5) Employees will be expected to travel over the shortest possible routes between stops at all times. Any deviation from the shortest route must be explained on the reverse side of the mileage report. If such deviations are due to causes beyond the control of the claimant the additional mileage may be allowed if fully explained.
- (6) Mileage allowance for the use of personally-owned automobile is not allowable where such mileage parallels existing common carrier service except as follows:
 - (a) When two or more State employees are transported and the names of the employees are shown.
 - (b) When it is necessary to use an automobile at the end of a trip, or to make stops on official business en route. In this instance a full explanation stating the facts constituting the necessity, and showing a saving in time or expense sufficient to justify the claim, shall accompany the expense account. Unless a satisfactory explanation is filed, only the regular common carrier fare will be allowed.

(When private automobile is used without a permit being on file, only train fare between the points traveled may be claimed. Bridge and ferry fares, etc., incurred may not be claimed. The license number of the private automobile must be shown on the expense account.)

6. Hotel

- a. Claims for lodging accommodations shall not exceed \$3.50 per day (European Plan) or board and lodging \$7.00 per day (American Plan).
- b. Receipts for lodging (European Plan) or board and lodging (American Plan) must be furnished. Receipts must show date for which charge is made.

7. Meals

- a. The maximum allowance for three meals off train is \$3.50 per day for employees. The amount expended for any one meal is at the discretion of the individual, but the total for all meals for the day shall not exceed the applicable maximum allowance. If separate meals are charged, a maximum of 75¢ for breakfast, \$1.25 for lunch, and \$1.50 for dinner is fixed.
- b. The maximum allowance for meals on train is the same as the allowance off train described above.
- c. The establishment of maximum allowance for meals as per paragraphs a. and b. hereof does not authorize the filing of claims for sums in excess of actual expenditures on the premise that such amounts are legitimate charges whether expended or not. Section 352 of the California Political Code provides: "Only actual and necessary expenditures may be claimed."
- d. Receipts for meals will not be required except where included with lodging on American Plan.
- e. Under no circumstances will meals be allowed an employee at his official headquarters except as indicated in C-1-e of this memorandum.
- f. Each officer and employee when making claim for travel expenses must show the time of departure from and return to headquarters (or residence if staying at residence not located at place of headquarters). Should the time of departure be after 8:00 a.m., no allowance may be claimed for breakfast. Should the time of departure be after, or the time of return be prior to 7:00 p.m., no allowance may be claimed for dinner. Time of departure and return as herein used means the time the train, bus or airplane

leaves or returns, or if motor vehicle is used, the time the employee starts from, or returns to his office, the State garage, or his home if car is garaged at home.

8. Per Diem in Lieu of Subsistence

- a. A per diem allowance in lieu of subsistence expense, at a rate not to exceed \$5 per calendar day, may be claimed for travel on official business away from headquarters.
- b. A per diem allowance cannot be divided to compensate for a period of less than twenty-four hours, i.e., a claim cannot be filed for per diem on a basis of \$1.25 for each six-hour period. However, if an employee is traveling on per diem in lieu of subsistence, he may charge individual meals and lodging for any fractional portion of twenty-four hours at the beginning of a trip and separate meals for any fraction of twenty-four hours at the end of a trip. For example:

- (1) For a trip started at 2:00 p.m. of the first day and ended at 10:00 a.m. of the next day, dinner and hotel expense (hotel expense supported by voucher) will be allowed for the first day and breakfast for the second day.

- (2) For absence from 8:15 a.m. the first day to 3:00 p.m. the third day, per diem will be computed as follows:

On the first day, traveler would be allowed lunch, dinner and hotel expense. (Hotel expense must be supported by voucher). He would be entitled to a \$5.00 per diem charge on the second day and breakfast and lunch on the third day.

- (3) Under no circumstances will per diem allowance be paid an employee at his official headquarters or residence.

9. Stationery

Articles of stationery such as paper, pens, penholders, pencils clips, and other material, shall be obtained through requisition from the base warehouse stockroom. Where such items are purchased in an emergency, a full explanation, stating the facts constituting the emergency, shall accompany the expense account.

D. Filing of Expense Accounts

1. Travel Expense Voucher Form No. 262

- a. Claims for per diem and subsistence must be filed on State of California Form 262, Traveling Expense Voucher, which form shall be headed as follows:

Claims of (Name of Claimant) Position (State Personnel Board) Classification of Claimant (Date claim filed)
 Department (Department of Social Welfare) Headquarters (Official headquarters of Claimant)
 Purpose of Trip (Official Business) Residence (City in which State car Claimant Resides) E

- b. No single voucher may be submitted claiming expense incurred in more than one calendar month. Expense accounts shall be rendered at least once each month and not more often than twice each month.
 - c. If only mileage in a privately-owned car is claimed, no Form 262 need be filed. Place of residence and headquarters must, however, be shown on the Form 263 used for claiming mileage in private automobile. Bridge tolls may not be shown on Form 263.
 - d. Employees are not allowed to include in their claim any expenses of other employees of the State Department of Social Welfare except for auto ferry and bridge tolls, in which case the name of each State employee for whom such fare is paid must be shown.
 - e. State of California Form No. 262 should be forwarded in duplicate by each employee traveling on official business to his Supervisor for initialing of approval and routing to the Division of Financial Administration. Such claims must reach the Supervisor prior to the 7th of the month succeeding that in which travel was performed. Each copy of the claim must be signed by the claimant.
 - f. The Division of Financial Administration will pre-audit the claim and (1) transmit it to the Controller if it is in order or (2) return it through the Supervisor to the claimant if adjustment is necessary.
 - g. Claims of an employee cannot exceed the amount specified in approved authorizations issued him covering the period claimed.
 - h. No personal expenses, such as laundering or barbering, etc., will be allowed. The cost of transporting personal baggage will be allowed only when the trip involves traveling outside the State.
2. Automobile Mileage Report Form No. 263 (Daily Mileage Report, SRA Form 272 (R-1) will no longer be prepared)
 - a. Automobile Mileage Report, Form 263, will be completed as follows:

- (1) Enter under Department the words "State Department of Social Welfare, Special Activities Appropriations."
 - (2) Enter name and civil service classification under "Claimant" and "Position" respectively.
 - (3) Enter in space provided mileage claimed each day indicating points between which such travel occurred.
 - (4) In the blank space directly above the line reading, "I Hereby Certify, That the above is a true record..." at the bottom of Form 263, the claimant will insert: "Number of Miles Previously Claimed this Calendar Month _____," and will enter in the blank space thus provided the number of miles previously claimed, if any. If no mileage has been previously claimed the word "none" should be inserted. The correctness of the mileage previously claimed in the calendar month will be reviewed and certified to by the Division of Financial Administration.
 - (5) Complete certification at bottom of form.
- b. Automobile Mileage Reports must be attached in duplicate to Form 262 in support of mileage allowance claimed on traveling expense vouchers.

3. Receipts

- a. Receipts or vouchers will be required for every item of expense except as follows:
- (1) Railroad and stage fares in California where such fares are available in published tariffs.
 - (2) Meals (except American Plan).
 - (3) Street car, ferry fares, bridge and road tolls, and local telephone calls.
 - (4) Long distance telephone charges, if date, place and party called are shown; except in the event telephone calls are in excess of \$2.50, in which case vouchers or other supporting evidence must be provided. (Also see 3 (c) below).
 - (5) Taxi or hotel bus fares when necessary because of official baggage being carried. When taxi or hotel bus fares are claimed, it is necessary to indicate on the request for reimbursement that such expenditures were incurred in the transportation of official documents.
 - (6) All legal expenditures of \$1.00 or less.

- b. Telegraph charges must be supported by a copy of each telegram for which charge is made.
- c. The State Controller cannot reimburse for Federal tax on long distance telephone or telegraph charges; therefore, all claims or vouchers for these expenditures must bear the notation "exempt from Federal tax." Whenever calling or telegraphing any office of the State Department of Social Welfare, the charges should be reversed in order that the traveler will not lose reimbursement on tax paid.
- d. In cases where a receipted bill cannot be obtained, or has been lost, a statement in full explanation must appear on the expense account; except in the case of hotel receipts, duplicates of which easily may be obtained and must be secured. In the absence of satisfactory explanation, the amount involved will be disallowed.
- e. Receipt or vouchers covering items of expense as provided in paragraphs 3a and 3b must be stapled to a blank sheet of paper. This sheet should be stapled to the back of the original of the Travel Expense Voucher Form No. 262.

VI. Rental of Premises

- A. Requests for leasing premises shall be made on P and P 207 Rev. Pages 1 and 2. Care should be taken to indicate on this form whether the lessor is married and, if so, whether the premises to be leased are separate or community property. If there is any utility which the lessor will not furnish, it is important that the P and P 207 Rev., show whether the premises to be rented are serviced by a separate meter. The P and P 207 Rev., should also indicate whether the lessor will allow the State to cancel the lease on 30, 60, or 90 days' written notice. The obtaining of such a proviso is highly desirable and few leases can be approved without containing such a cancellation clause.
- B. The P and P 207 Rev's. shall be submitted in duplicate by the requisitioner to his Supervisor. The P and P 207's Rev. covering the desired premises shall be so marked. Those forms covering the two alternates shall be marked "alternate". If two bona fide alternates cannot be obtained, a memorandum explaining the attempts made to obtain alternates shall be transmitted with the P and P 207's Rev., submitted on premises available.
- C. The Division of Financial Administration will prepare a lease on the premises desired by the Supervisor and shall forward lease forms thereon to the proposed lessor. When these forms are returned and approved by the Department of Finance, one copy will be forwarded to the lessor, one copy to the Supervisor, and one copy to the office as evidence of the approval of the lease.

- D. Managers should be aware of terms in their lease concerning responsibilities of lessors to repair premises.
- E. Managers should be careful to notify their Supervisor of desired cancellations of leases sufficiently in advance to permit the sending of notices by the Department of Finance making cancellation effective at the time it is desired the office be closed.

VII. Repairs and Alterations

Repairs, alterations, and renovations include installation of partitions, repairing of roofs, painting or plastering of interiors, installation of additional plumbing, wiring, etc.

A. Request for Repairs

Requests for repairs and alterations to be made entirely or almost entirely by the requisitioning office with donated (such as W.P.A.) labor shall be made on Request for Authorization of Work Order, Form SAA-1, accompanied by one set of Form 66 if covering materials only, or two sets of Form 66 if covering both materials and service and expense items. In the latter instance one set of the Form 66 is to cover the materials and the other the service and expense charges. No purchase estimate is necessary to cover the anticipated expenditures for labor.

Three copies of the work order plus the one or two sets of estimates should be forwarded by the requisitioner in the manner prescribed for the routing of other Form 66's. The Division of Financial Administration will notify the requisitioner of action taken by returning to him a copy of the work order duly noted.

Requests for repairs and alterations of premises to be made by an outside contractor shall be made on a memorandum of explanation of need accompanied by three bids or an explanation of why it was impossible to forward that number of proposals. No forms SAA-1 or 66's are needed in making this type of request. These requests shall be routed in the same manner as Form 66, and the Division of Financial Administration will notify the requisitioner and Supervisor of action taken by forwarding them copies of the Service Agreement, Form 2, forwarded to the contractor after approval by the Department of Finance.

B. Service Completion Reports

One copy of Service Completion Reports, SAA 7 shall be forwarded by the manager directly to the Division of Financial Administration with no copy to the Supervisor immediately following the completion of contracted repairs and alterations.

VIII. Freight

- A. Offices shall review freight invoices received by them for transmittal to their Supervisor for submission to the Division of

Financial Administration for payment. Invoices found satisfactory shall be approved for payment by the manager.

- B. No invoices except demurrage charges covering freight charges on commodities received by an office directly from the Surplus Marketing Administration shall be initialed. Such bills are paid by the Surplus Marketing Administration and should be returned to the railroad company for forwarding to them.

IX. Public Services

- A. Gas, electricity, water, and rubbish removal services shall be requested on Public Utilities Request, SAA 14, submitted in original only through the regular channels to the Supervisor of the Commodity Distribution Program concerned and the Division of Financial Administration. No Form 66 shall be prepared. A rubbish removal request shall show the number of times per week service is desired and the quarterly charge. No bids need be submitted with such requests.

No notices of cancellation of public services need be sent the utility companies by the office at the time of termination or cancellation of a lease since the Division of Financial Administration will automatically notify such companies when it receives a notice that a lease will terminate.

- B. Service Completion Reports, SAA 7, shall be prepared by offices on rubbish removal services and forwarded directly to the Division of Financial Administration. No such reports are to be prepared on gas, electric and water services.
- C. Offices shall give written notification (copy of memo to Division of Financial Administration) to gas companies serving them requesting disconnection of gas in the summer time. Such procedure saves the paying a minimum service charge during months in which this utility is not used.

X. Cold Storage

At least 15 days prior to the commencement of each fiscal quarter employees in charge of offices shall request on an office memorandum of their Supervisor an allotment for cold storage for the ensuing quarter. The Supervisor will review these requests and will allot from funds available for cold storage a certain amount to each office. This information will be forwarded to managers in duplicate. The manager shall certify on one copy thereof as follows:

"I agree that cold storage for my warehouse for the period _____ to _____ will not exceed \$ _____ unless prior authorization is received from the Supervisor increasing this amount."

Manager

A copy of this authorization bearing the manager's signature shall be returned to the Supervisor. A manager may at any time consult the Supervisor for information concerning the balance remaining in the quarterly allotment.

A MANAGER WILL BE HELD PERSONALLY RESPONSIBLE FOR COLD STORAGE CHARGES INCURRED OVER AND ABOVE HIS AUTHORIZED ALLOTMENT.

A memorandum will soon be issued instructing managers how to obtain services from cold storage companies. All cold storage bills must be initialed as correct by the manager and sent to the Supervisor for posting. The Supervisor will forward them to the Division of Financial Administration for payment.

XI. Equipment

A. Ordering

Equipment shall be ordered on Form 66 prepared in quadruplicate and routed in the same manner as other Forms 66. This request shall contain a complete description of the item needed (such as catalog number, size, color, accessories, etc.). Requests for equipment for an automobile or truck shall show the equipment and license number of the vehicle.

B. Stock Received Reports

Stock Received Reports, Form 106, (use Materials Received Report, SRA 344, until supply is exhausted), shall be forwarded in original only directly to the Division of Financial Administration immediately upon receipt of equipment from a vendor.

C. Property Management

1. Responsibility of Property Custodians

Persons designated as custodians over State property under their control are accountable and responsible therefor. Transfers of equipment used on the Stamp Plan can be made at the request of the Supervisor of the Commodity Stamp Distribution or his field supervisors. Transfers can be made in the Direct Distribution program at the request of the Supervisor of Commodity Distribution, the Base Warehouse Manager, or the Area Manager.

Transfers of property shall be recorded on Transfer of Location of Equipment, Form 158, as follows:

- a. Office from which equipment is to be transferred should prepare forms indicating location to which equipment is to be transferred. Items of equipment should be listed according to nomenclature appearing on inventories.

- b. Original should be forwarded to the Division of Financial Administration.
- c. Three copies should accompany the equipment to the new location. The remaining copy will be receipted by the truck driver and retained by the shipping custodian.
- d. The receiving custodian should check the equipment received against the Form 158. If found in order, he should sign all three copies and transmit one copy to the office from which the equipment was transferred. One copy should be forwarded to the Division of Financial Administration signalling completion of the transaction. The remaining copy should be retained by the receiving custodian.
- e. The Division of Financial Administration will return the recorded original Form 158 to the shipping custodian, thereby relieving him of his responsibility.

In case of separation from the service or assumption of different duties, property custodians shall request that the property in their custody be checked so they can be released of their accountability.

2. Identification of Equipment

A person in charge of an office shall have affixed to every item of equipment owned by the State (except equipment bearing a manufacturer's serial number) an assigned identification tag and shall inform the Division of Financial Administration directly of any item from which a tag has become detached or obliterated. Equipment items such as books, on which metal tags cannot readily be affixed, shall be identified by a number inscribed in indelible ink. Tags shall be attached in the following manner:

Desks and Tables:	Attached to front left leg as near to top as possible.
Files:	Attach to upper left corner of face above the top drawer.
Chairs:	Attach to center of rear edge of seat.
Machines:	Attach to front right side.

Escutcheon pins, drills, etc., needed for tagging equipment should be requested on Form 66. When applying tags to metal items, a hole should first be drilled and liquid solder used.

3. Damage, Theft and Disposal of Equipment

When property is damaged from causes other than normal operation, the custodian shall report such damage directly to the

Division of Financial Administration. Any missing or stolen property must be reported promptly to police officials and the Division of Financial Administration. The custodian is expected to use every reasonable means to recover missing property, and to assist the Division of Financial Administration in complying with laws and regulations relating to possible action against employees found negligent in the use and custody of State-owned equipment. The custodian should report unserviceable equipment to his Supervisor, who in turn will make arrangements for its disposal.

4. Care of Equipment

Equipment assigned to a custodian is expected to be maintained by him in as clean and serviceable a condition as the physical construction allows. All persons in charge of operations involving the use of mechanical office equipment are expected to bring to the attention of operators the following instructions, and in making out performance reports should consider the extent of compliance:

- a. Keep the external parts of machines dusted off and clean at all times.
- b. Do not place office machines on the floor or any other place where they might be subject to possible damage or an excessive accumulation of dust.
- c. Typewriter platens and keys should be cleaned by operators at least once each week.
- d. Caution should be observed in moving office equipment, particularly typewriters, in order to prevent possible misalignment of carriages or other damage.
- e. Repairs to Equipment

The custodian will submit to his Supervisor requests for repairs to equipment by memo only, accompanied by three bids, whenever possible. The custodian will be notified of his authority to proceed when he receives a copy of the service agreement approved by the Department of Finance. The Supervisor will also receive a copy of the signed agreement.

Service Completion Report, SAA 7 shall be forwarded by the office in one copy only directly to the Division of Financial Administration when the contractor has performed the necessary repairs.

XII. Injury Reports


Whenever an administrative employee suffers an injury (no matter how small) while on duty, the Manager shall report such injury by promptly forwarding State Compensation Insurance Fund, Form 67, in duplicate directly to the Division of Financial Administration. The Manager shall sign on the line headed "Reported by" but shall leave blank the line headed "Certified for the Above Department". The Form 67 should be properly completed to show that the employee was paid from the General Fund. In addition to the preparation of the Form 67 on fatal injuries, they must be reported immediately by the Manager directly by phone or wire to the Industrial Accident Commission at either the State Building, San Francisco, or the State Building, Los Angeles.

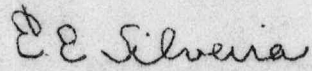
If an injured employee has sufficient sick leave credit, he may be allowed sick leave for his absence during the first seven calendar days of disability. If disability involves absence from work after the seventh calendar day, disability payments will be awarded the employee by the Compensation Insurance Fund in accordance with rates prescribed by the Workmen's Compensation Act. An employee cannot draw his State salary and temporary disability payments from the Compensation Insurance Fund for the same period.

Whenever a W.P.A. employee suffers an injury (no matter how small) while on duty, the Manager shall report such injury promptly to the W.P.A. timekeeper on the project.

Very sincerely yours

MARTHA A. CHICKERING, Director

By  C. Ford
Departmental Accounting Officer

By 
Administrative Assistant